

Spring School Census 2019

for

**Ealing Primary, Nursery and
Special Schools**

Spring School Census 2019 for Ealing Primary Schools

Spring School Census takes place on **Thursday 17th January 2019**. We ask schools to return their census by **Friday 18th January 2019**.

The Spring Census will be used to calculate aspects of the Pupil Premium allocation for your school and how much money the DFE give to the LA to be devolved to schools for the Early Years and High Needs portions of the DSG

Information from this census will be used to report on your school for attainment figures such as those school performance tables and the online published details about your school. It is difficult and time-consuming to try and correct information in the following October that is the result of erroneous information being submitted in January, and the LA may levy a charge to do this, **so please check everything carefully and make sure your Head is happy with the data before you send it in!** We suggest that you perform a trial run after you have upgraded to the suggested software version and prior to census day. Then on 17th January, it should just be a case of running the census and submitting it to the LA. There are more data items in the January return, and the DFE do not give any extra time for checking before the day when they close the COLLECT database so an early return would be much appreciated.

Please note that screenshots in this document are taken from Primary SIMS.net may not exactly match what you see on your screen!

Data Changes

Nationality, Country of Birth and Proficiency in English have been removed from School Census and are no longer required to be collected by the DFE. The fields will remain in SIMS however, and schools may still wish to collect the information for their own use, as long as they have a valid reason in order to comply with GDPR. If the school does not want to hold the data previously collected, Capita have developed a collection of patches that will remove it:

- **Patch 24423** – Deletes all records for Proficiency in English information for all past, present and future students. Where a student has multiple proficiency entries, the patch will remove all instances of this.
- **Patch 24433** - Deletes the National Identity for all past, present and future students.
- **Patch 24372** - Deletes the Country of Birth and where present the Nationality (actually called Nation inside the expanded Nationality and Passport Details record, only where passport details are blank) for all past, present and future students.

Contact your SIMS Technical Support Provider for more information.

SEN Status of S – Statemented is no longer valid. Once your school has upgraded to SIMS 7.184, it will no longer be possible to select SEN status S, Statemented on new SEN records. Historical records will not be changed, however, so S – Statemented may come through for excluded pupils in this census (which will be collecting Exclusions from the Summer Term 2018).

The Absentees Detail report is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.

Service Child is being collected in every census. A Service Child has one (or both) parents or - or persons with parental responsibility who are service personnel serving:

- ❖ in regular HM Forces military units
- ❖ full commitment as part of the full-time reserve service
- ❖ in the armed forces of another nation and stationed in England
- ❖ exercising parental care and responsibility

The service child indicator is only relevant to children whose parents are designated as personal category 1 or 2 (the parents will be aware of their personal category) and the information, which can be considered as sensitive should come to the school from the family.

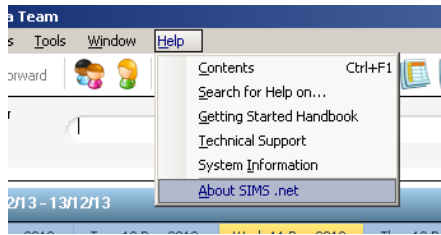
Access Rights and SIMS.net version

In order to **update pupil details** in SIMS you need to be logged into SIMS.net as a member of either the **Administration Assistant, Admissions Officer or School Administrator** groups as defined in System Manager (or all of them).

In order to **create a School Census** return you need to be logged into SIMS.net as a user who is a member of the **Returns Manager** Group as defined in System Manager. To use the **Import Fileset functionality** you must be a member of the **Personnel Officer, Returns Manager or System Manager** Groups as defined in System Manager (or all of them).

To check the version of SIMS.Net you are using, follow the route click on **Help | About SIMS.Net**

The Spring School Census became available in SIMS.net with the Autumn Main Release (7.184), so you will need to be upgraded to at least this version in order to attempt the Census at all.

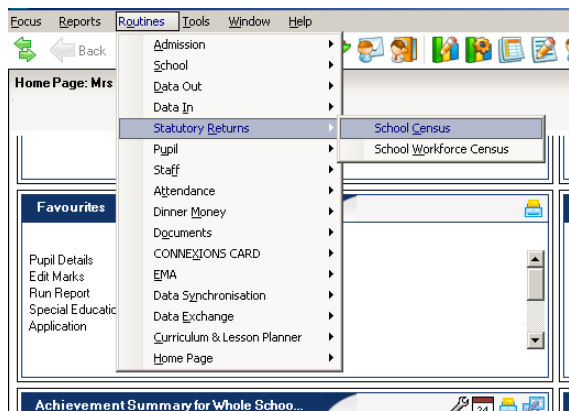


Follow the route **Help | About SIMS.net** to check the version of SIMS you are on

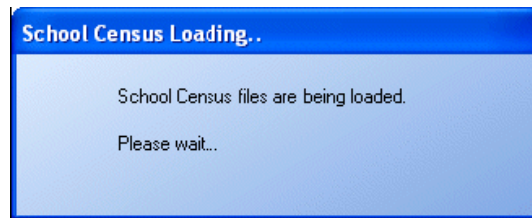


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

Creating the Return

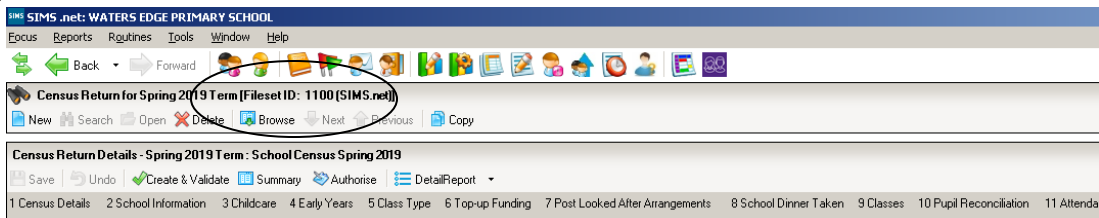


When you click on **Routines | Statutory Returns | School Census**, SIMS.net begins to load the school census validation and reporting files, and you will see this window:

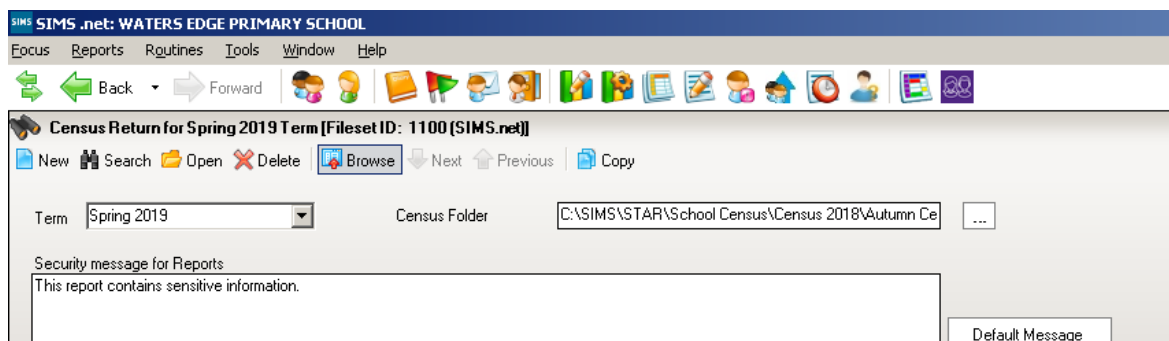


Once the School Census 'page' has loaded, you can see the Fileset version you have installed on your computer. As well as being on the correct version of SIMS to do a census return, it is important that you have an up-to-date fileset installed. Filesets fix the last minute glitches and tweaks that have come to light once real schools start to run Capita updates.

Fileset 1100 shown in the screen shot above was included with the Autumn Release. **It does not include any validation for the Spring Census, so we already know there will be another version. Please be on the lookout for updates regarding this.**



The next thing to do is to check that the location of the Census Folder. In the screen shot below, the Census Folder is still set up to send the census file to a folder called Autumn Census 2018.



To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create new folders called Census 2019 and Spring Census 2019.

The folders should be available to all users who will be involved with the return, but it should also be in a place that is **secure**, as it will hold children's details. In Ealing we

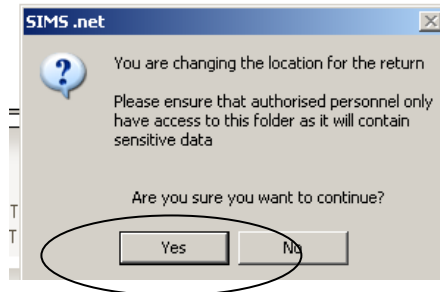
recommend that the folder where the census files are stored is created and held on the mapped drive hosting SIMS. This means that only school network users with SIMS access can access the folder.



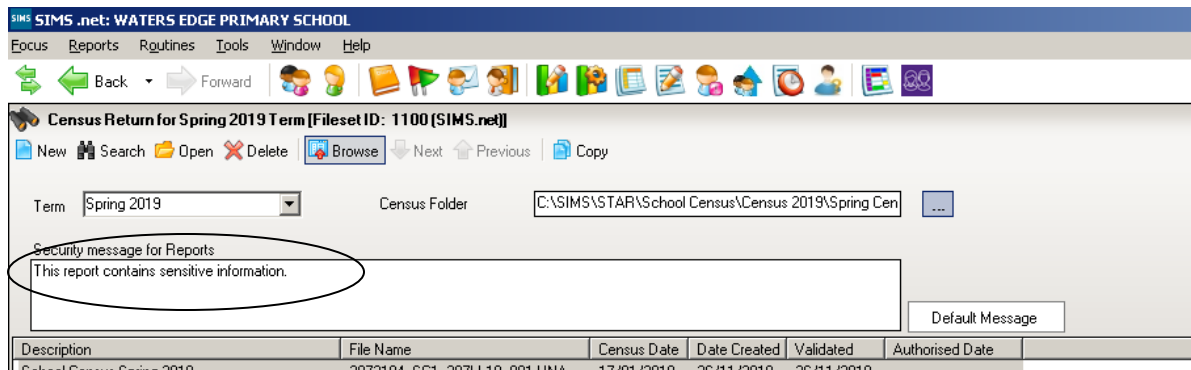
Click on the + next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder. With the **STAR** folder highlighted (or the **School Census** sub-folder within STAR if you have one), click on the **Make New Folder** button.



Rename this folder **Census 2019** and click on the **OK** button. Then with this folder highlighted, click the **Make New Folder** button again and create a sub-folder for **Spring Census 2019**. You will see the following message warning you about taking care with pupil data.




Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.



If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return. Changing the message to something like **CONFIDENTIAL INFORMATION** could be a good idea if you are intending to print off any of the reports to hand to teachers to check. It might remind them not to leave the papers lying around where anyone can look at the information about pupils.

Data Security

The DFE have updated their advice regarding Data Security in the light of GDPR. It is reproduced at the end of this document.

Click on  to create a new return. You can create as many returns as you like. It is possible to delete unwanted, unauthorised returns, but you will only **Authorise** and **Submit** one of them once all the data is correct and all the validation errors have been cleared.

Once you have clicked on **New**, the census panels become active.

1 Census Details

Census Date: 17/01/2019

Description: School Census Spring 2019

Attendance collected from: 01/09/2018 Attendance collected to: 31/12/2018

Exclusions collected from: 02/04/2018 Exclusions collected to: 31/08/2018

FSM collected from: 05/10/2018 FSM collected to: 17/01/2019

Calculate All Details

The Census dates are entered automatically. For **Primary** and **Special** schools, this panel also lists the period for which the Spring Census is collecting **Attendance**, **Exclusions** and **Free School Meal Eligibility** information. In **Nursery** schools you will only see the dates between which **Free School Meals** are collected.

Each version of your census must have a unique name, so amend the Census Description **School Census Spring 2019** by adding something like /Version 1, as shown in the screenshot below. To do this type directly into the **Description** box.

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

Back Forward

Census Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net)]

New Search Open Delete Browse Next Previous Copy

Census Return Details - Spring 2019 Term : School Census Spring 2019\Version 1

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Attendance

1 Census Details

Census Date: 17/01/2019

Description: School Census Spring 2019\Version 1

Attendance collected from: 01/09/2018 Attendance collected to: 31/12/2018

Exclusions collected from: 02/04/2018 Exclusions collected to: 31/08/2018

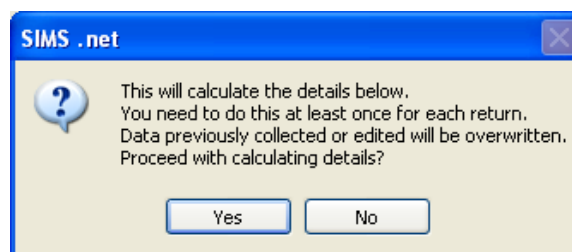
FSM collected from: 05/10/2018 FSM collected to: 17/01/2019

Calculate All Details

2 School Information

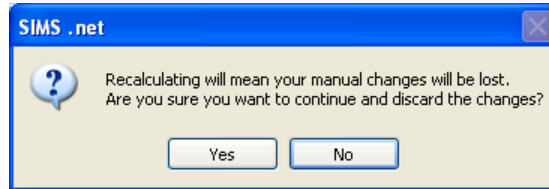
The next thing to do is click the **Calculate All Details** button located on the top RH corner of the **Census Details** panel.

The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return.



The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g.

class numbers, activities), those edits will be overwritten if you choose to **Calculate All Details** again. SIMS always brings up a warning message reminding you about this when you click the calculate details button, and it is possible to choose **No** when asked whether you want to calculate details again.



These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite any information you have already entered manually.

However, on your first run through click on **Yes** to make sure that available information entered elsewhere on your system is brought through to the return.

Calculating details may take some time depending on the number of pupils in the school. Progress is reported in the status bar at the bottom left of the screen.



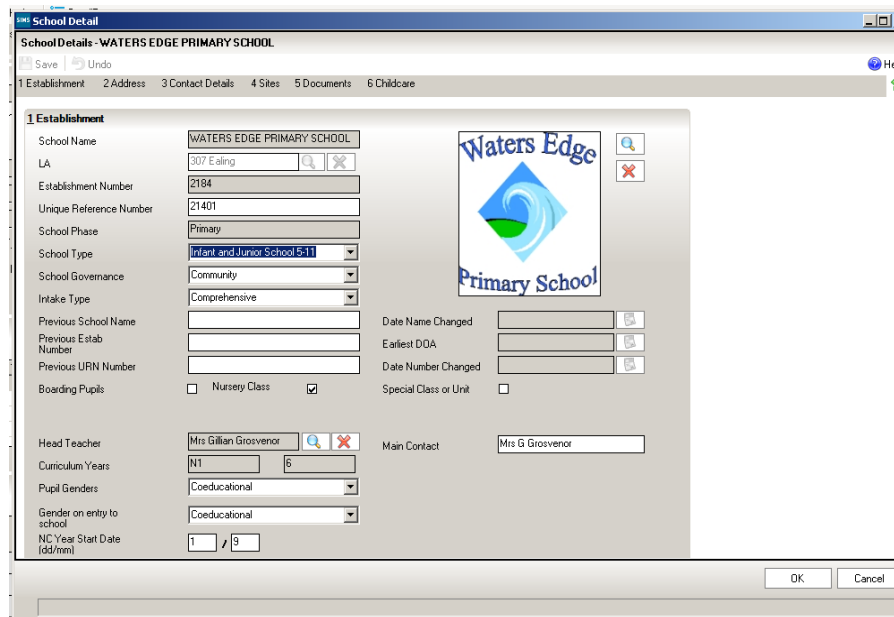
When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.

School Information

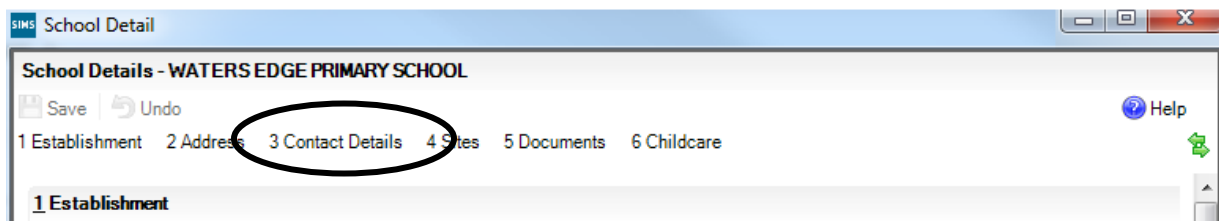
In the next panel, the basic **School Information** will be displayed. It is the same information that you would see if you followed the route **Focus | School | School Details**. You will probably find that most of the information is already there, but check it anyway to make sure all the data items the DFE require are completed.

A screenshot of the "2 School Information" panel in the SIMS application. The panel title is "2 School Information" and the subtitle is "Census Return Details - Spring 2018 Term: New Return". The panel contains several input fields: School Name (WATERS EDGE PRIMARY SCHOOL), LA (307), Establishment Number (2184), Telephone (852015), School E-mail Address (school@we.com), School Phase (PS Primary), School Type (Infant and Junior School 5-11), Governance (Community), Intake Type (Comprehensive), Lowest NC Year (N1), and Highest NC Year. A "School Detail" button is located at the bottom right of the panel and is circled in red.

If you need to make changes, click on the **School Detail** button at the middle bottom of the School Details panel. This button takes you directly to the same place as if you had followed the route **Focus | School | School Details**.



Please check that an email address is entered on the **Contact Details** part of the **School Details** page. You can reach the **Contact Details** by clicking on the hyperlink at the top of the page



The DFE ask that the email address should be one to which the Headteacher has access, **but should not be a personal email address** (that is, one that contains someone's name). When you have made any changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

School address is no longer being collected in census as the DFE expect to get the details from **Get Information About Schools**. You need to verify you're your school details are still correct in **GIAS** every 60 days, or you will be 'locked-out' of the Secure Access modules. However, you should continue to maintain this address information within SIMS for the school's own use, and data extractions requested by other organisations.

Information for Academies

2 School Information							
School Name	Green Abbey School	Previous Name	Previous Name School	Date Changed	31/07/2017		
LA	823	Establishment Number	4321	Previous Estab Number	1234	Earliest DOA	17/07/2017
Telephone	851234	Previous URN		Date Changed			
School E-mail Address	office@ga.org.uk						
School Phase	SS	Secondary					
School Type	Academies						
Governance	Academies	Intake Type	Comprehensive				
Lowest NC Year	7	Highest NC Year	13				
<input type="button" value="School Detail"/>							

If your school has changed to being an Academy over Christmas, please ensure that the **School Type** and **School Governance** has been amended to **Academies**, and that the school's details (**Name**, **Date Name Changed**, **Previous Estab Number** and **Earliest DOA**) are completed as applicable.

Childcare is collected from all school types once a year in Spring Census. However, the details can be updated at any time of year by following the route **Focus | School | School Details** and choosing the **Childcare** hyperlink.

The screenshot shows the 'SchoolDetails - WATERS EDGE PRIMARY SCHOOL' interface. At the top, there are 'Save' and 'Undo' buttons. Below them is a navigation bar with tabs: '1 Establishment', '2 Address', '3 Contact Details', '4 Sites', '5 Documents', and '6 Childcare'. The '6 Childcare' tab is circled in red. Under the '1 Establishment' tab, the following information is displayed:

School Name	WATERS EDGE PRIMARY SCHOOL
LA	307 Ealing
Establishment Number	2184
Unique Reference Number	21401

To the right of the text input fields is a logo for 'Waters Edge' with a blue triangle graphic and search and delete icons.

You will need to enter something for each of the four types of childcare and are only allowed one entry in each type.

The DFE want to know about childcare offered by/at the school, or in conjunction with the school, or that the school 'signposts' (by this they mean either a physical signpost, or a particular childcare provider that the school promotes/informs parents about regularly). The childcare categories they have chosen are **Before School**, **After School**, **Holiday**, and **Under 5s**. There are a series of questions that need to be answered or left blank depending on the kind of childcare it is, and whether or not it is on or off site, or open to children from other schools or not.

The **Childcare** panel on the **Census Return Details** page displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the **Edit** button.

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School Childcare	Yes	No	07:00		40	School	Yes	
After School Childcare	Yes	No		18:00	25	School	No	
Holiday Childcare	Yes	Yes, form...	08:30	16:30	40	Other (non-school) Pr...	Yes	5
Under Fives Childcare	No	No						

Move to the **Childcare** section in **School Details** by using the hyperlink

SIMS School Detail

School Details - WATERS EDGE PRIMARY SCHOOL

Save Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare

1 Establishment

6 Childcare

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes
Before School Childcare	Yes	No	07:00		40	School	Yes		Parent and...
After School Childcare	Yes	No		18:00	25	School	No		
Holiday Childcare	Yes	Yes, form...	08:30	16:30	40	Other (non-s...	Yes	5	
Under Fives Childcare	No	No							

You can amend the details for each category of childcare by highlighting it in the panel and clicking the Open button on the RH side to display the **Update Childcare Details** dialog.

Update Childcare Details

Childcare Details

Type: Before School Childcare

On Site: Yes

Signposted: No

Opening Time: : h:m (24 hrs)

Closing Time: : h:m (24 hrs)

No of Childcare Places:

Provider:

Other Schools:

Weeks Open:

Notes:

OK Cancel

In the **Site** drop-down, you can choose whether the type of **Childcare** you are reporting is provided on the school's premises or not.

Choose **Yes** if the childcare is being provided on the school premises.

Choose **No** if the if childcare is undertaken off the school premises, for example, your school promotes or points parents towards a regular off-site childcare service like a private or voluntary organisation.

If you have chosen said **No** to the **On Site option**, you need to choose an option in the **Signposted** field, but then all the other fields can be left blank.

In the **Signposted** field, choose from the drop-down list:

Choose **Yes, formal arrangements including transport** if your school has formal arrangements with another provider that provides childcare for your pupils, including transport to their site.

Choose **Yes, list of providers that pick up from school** if a list of local providers that will pick up pupils from the school is provided to help parents. The other options are **No** or **Not Known**.

Opening Time and Closing Time must be entered in 24 hour format with a colon between the hours and the minutes, e.g. 07:00.

The **Number of Childcare Places** should be the maximum number of childcare places that the service can provide.

In **Provider** select the description from the drop-down list that most accurately describes the provider of the service:

In the **Other Schools** field, record if the service made available to children from other Schools.

Weeks Open is applicable to holiday and under-fives childcare only.

On-Site	Does the Field Need to be filled in ✓ or X?					
Type of Childcare	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School	✓	X	✓	✓	✓	X
After School	X	✓	✓	✓	✓	X
Holiday	✓	✓	✓	✓	✓	✓
Under Fives	✓	✓	✓	✓	X	✓

When you have finished making any changes in this section, click the **Save** button in the top LH corner and the OK button to be returned to the **Census Return Details** page.

Updating Early Years Data

The **Early Years** panel is only displayed if you have pupils of the relevant age in your school. Special Schools that only admit secondary aged pupils will not see this section and should proceed to the **Updating Pupils with Top-Up Funding** section of these notes.

The DFE use the **Early Years** data from Spring Census to determine the amount of the dedicated schools grant (DSG) allocation they provide to the local authorities.

There are now 3 grids to be completed for Early Years in Spring Census **Early Years**, **Early Years Pupil Premium Eligibility** and **2 Year Old Basis for Funding**:

Census Return Details - Spring 2019 Term : School Census Spring 2019 Version 1

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Attendance

Edit Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4					
Abrams, Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	15	15			
Archer, Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15			
Atkins, Portia	12/01/2015	001653	N2	AM	3	3	15	15			
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	15	15			
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	15	15			

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	In Care	Basis for EYPP Eligibility
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4	No	Not Eligible
Abrams, Paul	15/12/2014	001651	N2	AM	3	4	No	Not Eligible
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	No	Not Eligible
Atkins, Portia	12/01/2015	001653	N2	AM	3	3	No	Not Eligible
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	No	Not Eligible
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	No	Not Eligible
Dennis, Joshua	17/04/2015	001655	N2	PM	3	3	No	Not Eligible

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Archer, Liam	16/04/2016	001703	N1	N1 PM			
Jones, Emmeline	17/03/2016	001705	N1	N1 AM			
Joram, Sara	07/01/2016	001706	N1	N1 PM			
Parker, Gregory	02/02/2016	001707	N1	N1 PM			
Woodman, Eira	08/03/2016	001709	N1	N1 PM			
Zenon, Jeremi	07/05/2016	001710	N1	N1 AM			

Different information needs to be filled in on the various grids for the Early Years pupils in your school according to their dates of birth, and sometimes, the year group they are taught in.

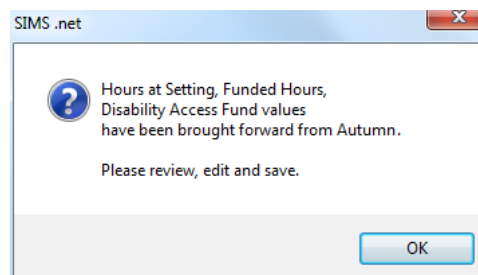
Earliest DOB	Latest DOB	Year Taught In	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Hours	EYPP	2 year old basis for funding
01/01/2017	31/12/2017	Any	N	N	N	N	N	N	N
01/01/2016	31/12/2016	Any	Y	Y	N	N	N	N	Y
01/01/2015	31/12/2015	Any	Y	Y	Y	Y	Y	Y	N
01/01/2014	31/12/2014	Any	Y	Y	Y	Y	Y	Y	N
01/01/2014	31/12/2014	E1, E2, N1 or N2	Y	Y	Y	Y	Y	Y	N
		Other than E1, E2, N1 OR N2	N	N	N	N	N	N	N
01/09/2013	31/12/2013	E1, E2, N1 or N2	Y	Y	Y	Y	Y	Y	N
		Other than E1, E2, N1 OR N2	N	N	N	N	N	N	N
01/01/2013	31/08/2013	Any	N	N	N	N	N	N	N

Early Years

In Spring Census 2019, data is collected about pupils in nursery classes whose date of birth falls in the date range 01/09/2014 to 31/12/2016 and taught in year E1, E2, N1 and N2 only

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4					
Abrams, Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	15	15			
Archer, Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15			
Atkins, Portia	12/01/2015	001653	N2	AM	3	3	15	15			
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	15	15			
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	15	15			

These children are all shown together on the **Hours for Early Years Children** panel. You cannot update the information on the census screen; you must click on the **Edit** button in order to be taken to the **Update Hours** page.



You will see the above message, and clicking on **OK** will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Hours for Early Years**.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4					
Abrams, Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	15	15			
Archer, Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15			
Atkins, Portia	12/01/2015	001653	N2	AM	3	3	15	15			
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	15	15			
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	15	15			
Dennis, Joshua	17/04/2015	001655	N2	PM	3	3	15	15			
Elverdon, Astrid	27/11/2015	001704	N1	N1 AM	2	3	15	15			
Fitzroy, Roxanne	07/07/2015	001643	N2	AM	3	3	15	15			
Flint, Bradley	22/12/2014	001644	N2	PM	3	4	15	15			
Holden, Beatrice	12/07/2015	001645	N2	AM	3	3	15	15			
Hollins, Bridget	23/02/2015	001646	N2	PM	3	3	15	15			
Hussein, Aziza	10/06/2015	001656	N2	AM	3	3	15	15			
Ion, Andrei	08/11/2014	001657	N2	PM	3	4	15	15			
Jones, Emmeline	17/03/2016	001705	N1	N1 AM	2	2	15	15			
Joram, Sara	07/01/2016	001706	N1	N1 PM	2	2	15	15			
MacIntosh, Zeke	22/10/2014	001658	N2	AM	3	4	15	15			
Parker, Gregory	02/02/2016	001707	N1	N1 PM	2	2	15	15			

30 Hours Childcare

Hours at Setting should reflect the number of hours that a pupil spends at your nursery each week. This could be up to 15 hours (universal) **Funded Hours**, up to 15 **Extended Funded Hours**, plus any hours that the parent pays for.

Use the **Funded Hours** column to show how many of the 15 free hours of nursery provision (the hours that all 3 & 4 year olds are entitled to – the universal hours) the pupil is spending at your nursery.

Use the **Extended Funded Hours** column where pupils have a **30 Hour Code** to show how many of their extra hours entitled pupils are spending at your nursery. Because families can choose where they use their hours, how many hours, which are the (universal) free hours and which the extended hours are, you will need to take extra care to record them properly.

Here are some scenario examples for those schools that are offering 30 hours to their 3 & 4 year old Nursery pupils

Update Early Years											
Update Early Years											
Save		Undo									
Census				Pupils View							
Term	Autumn 2017	Update Hours		Age at	31/08/2017	YTI	All	Reg	All	Status	All
Pupils											
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2017											
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhra,Shaqib	17/12/2013	001582	N2	AM	3	4	30	15	15	12345678901	15
Ackton,Charlotte	10/02/2014	001590	N2	AM	3	3	15	15			
Daniels,Bryn	20/11/2013	001592	N2	AM	3	4	20.5	15	15	12345678902	5.5
Delarve,Millicent	10/02/2014	001583	N2	PM	3	3	15	15			
Ellis,Paul	08/02/2014	001584	N2	PM	3	3	15	0		12345678903	15
Gavil,Christi	05/12/2013	001594	N2	PM	3	4	30	15			
Hari,Kiran	17/01/2014	001595	N2	PM	3	3	50	15	15	12345678904	15
Kaur,Amara	12/01/2014	001596	N2	PM	3	3	15	15		12345678905	0

Shaqib: 30 Hours at Setting consisting of:
15 universal **Funded Hours**, 15 **Extended Hours** (with 30 Hour Code)

Charlotte: 15 Hours at Setting consisting of
15 universal **Funded Hours**. Parents did not apply and so they have no 30 Hour Code.

Bryn: 20.5 Hours at Setting consisting of:
15 universal **Funded Hours**. The family has a 30 Hour Code, but are choosing to only take up 5.5 of their **Extended Funded Hours** at this school.

Millicent: 15 Hours at Setting consisting of:
15 universal **Funded Hours**. The family are not eligible for the extended hours and so she is using her free entitlement, but needs no eligibility code and no entry in the **Extended Funded Hours** field.

Christi: 30 Hours at Setting consisting of:
15 universal **Funded Hours**. Her family is not entitled to the Extended Funding, so there is no **30 Hour Code** and no entry in the **Extended Funded Hours** box, but her parents are paying for 15 additional hours at the Nursery, which is counted in the total number of **Hours at Setting**.

Kiran: 50 Hours at Setting consisting of:
15 universal **Funded Hours**, 15 **Extended Funded Hours** with **30 Hour Code** and her parents are paying for another 20 hours which are counted in the total number of **Hours at Setting**.

Amara: 15 Hours at Setting consisting of:
15 universal **Funded Hours**. The family is eligible for the extended hours and have a code, but are not choosing to use them at this school. so there is and entrv of zero in the **Extended Funded Hours** field.

Full and Part time in Nursery

The DFE have specified that full-time and part-time should relate to the number of morning and afternoon sessions a pupil attends in a week, rather than the number of hours they attend.

Pupils who attend ten sessions a week (five mornings and five afternoons) are full-time.

Children who attend less than 10 sessions are part-time. (In this scenario, a child who attends 30 hours a week over 6 sessions/3 days is part-time)

Disability Access Fund

Children could be entitled to DAF payments if the child's disability or health conditions mean one or both of the following apply:

- they need more looking after than a child of the same age who doesn't have a disability
- they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months. If they're terminally ill (that is, not expected to live more than 6 months), they don't need to have had these difficulties for 3 months.

Children do not have to take up the full 570 hours of early education they are entitled to in order to receive DAF payments, they will be eligible where they take-up any period of free entitlement. Early years providers are responsible for identifying eligible children and are encouraged to speak to parents in order to find out who is eligible for the DAF. Parents of children qualifying for Disability Living Allowance are required to provide documented evidence of this entitlement.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Completing the Hours for Early Years Panel

Although the data is now brought through from the Autumn Census, you will still need to check it carefully, as children may have changed their hours, become eligible, or no longer be eligible for some of the hours they were in the Autumn.

In the top LH corner the **Term** field displays **spring**. To add or edit the number of **Hours at Setting, Funded Hours and Extended Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number. Hours should reflect what will happen in census week.

Update Early Years

Update Early Years

Save Undo

Census Term: Spring 2019 Update Hours

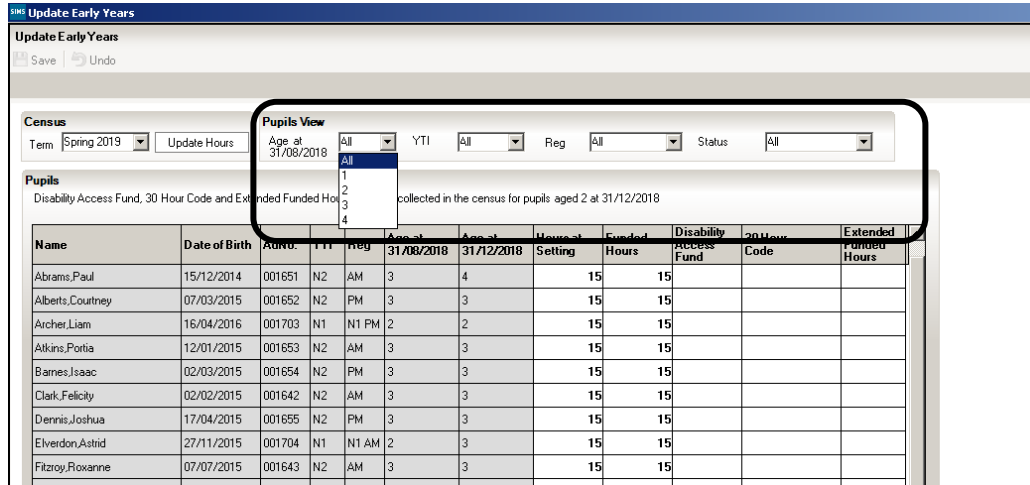
Pupils View Age at 31/08/2018: All YTI: All Reg: All Status: All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4					
Abrams, Paul	15/12/2014	001651	N2	AM	3	4		15	15		
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3		15	15		
Archer, Liam	16/04/2016	001703	N1	N1 PM	2	2		15	15		
Atkins, Portia	12/01/2015	001653	N2	AM	3	3		15	15		

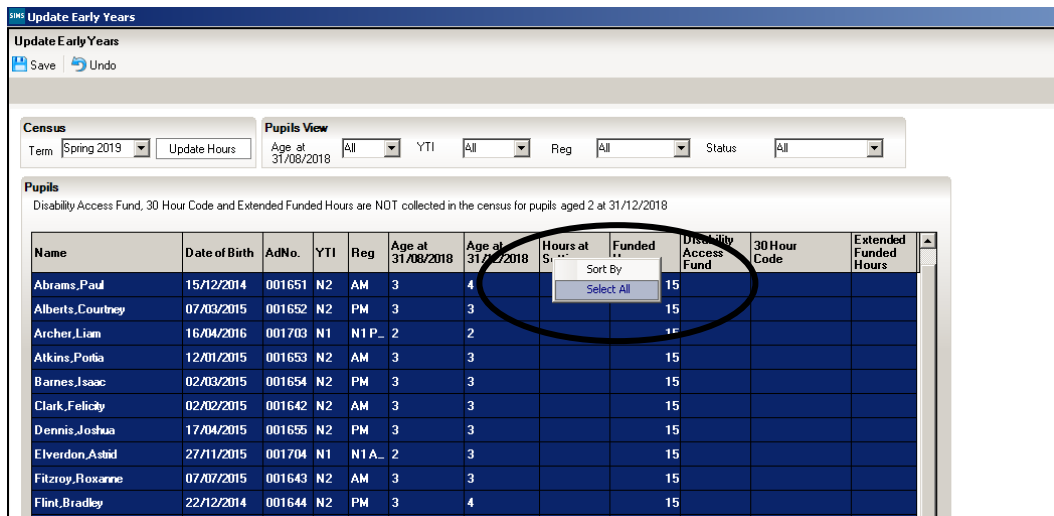
Rather than filling in the hours for each pupil individually, you could use the **Pupils View** drop down lists to select groups of pupils to work on.



You can use the **Age at 31/08/2018** drop-down to look at the pupils by age, or the more familiar **Year Taught In** drop down.

If most of the pupils are accessing the same number of hours, the easiest way to populate the information is to enter the hours applicable to most pupils, then edit the hours for the individual pupils who have a different number of funded hours.

If you right-click the **Hours at Setting** column heading and choose **Select All**, you will find that the whole table is highlighted.



You can then click in one of the highlighted cells in the **Hours at Setting** column and enter the number of hours that is correct for the majority of pupils, and straight away do the same in the **Funded Hours** column.

Update Early Years

Update Early Years

Save Undo

Census Term: Spring 2019 Update Hours

Pupils View Age at 31/08/2018: All YTI: All Reg: All Status: All

Pupils
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abrams,Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	15	15			
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15			
Atkins,Portia	12/01/2015	001653	N2	AM	3	3	15	15			
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	15	15			
Clark,Felicity	02/02/2015	001642	N2	AM	3	3	15	15			
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3	15	15			
Elverdon,Astrid	27/11/2015	001704	N1	N1 AM	2	3	15	15			
Fitzroy,Roxanne	07/07/2015	001643	N2	AM	3	3	15	15			
Flint,Bradley	22/12/2014	001644	N2	PM	3	4	15	15			
Holden,Beatrice	12/07/2015	001645	N2	AM	3	3	15	15			
Hollins,Bridget	23/02/2015	001646	N2	PM	3	3	15	15			
Hussein,Aziza	10/06/2015	001656	N2	AM	3	3	15	15			
Ion,Andrei	08/11/2014	001657	N2	PM	3	4	15	15			
Jones,Emmeline	17/03/2016	001705	N1	N1 AM	2	2	15	15			
Joram,Sara	07/01/2016	001706	N1	N1 PM	2	2	15	15			
MacIntosh,Zeke	22/10/2014	001658	N2	AM	3	4	15	15			
Parker,Gregory	02/02/2016	001707	N1	N1 PM	2	2	15	15			
Pineton,Benjamin	28/07/2015	001659	N2	AM	3	3	15	15			

If any of the pupils are doing a different number of Hours at Setting or Funded Hours, click in the individual cells to amend the entry.

Update Early Years

Update Early Years

Save Undo

Census Term: Spring 2019 Update Hours

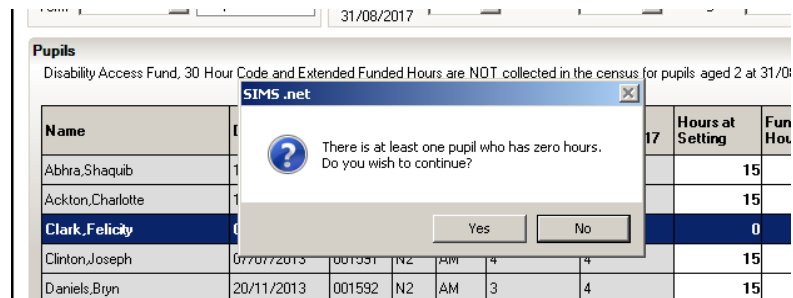
Pupils View Age at 31/08/2018: All YTI: All Reg: All Status: All

Pupils
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2018

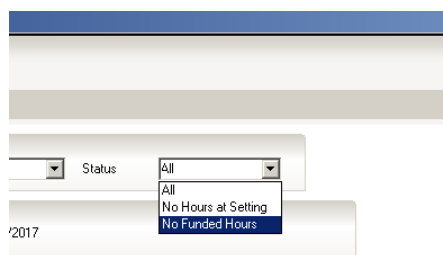
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abrams,Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	15	15	Yes		
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2	15	15	No		
Atkins,Portia	12/01/2015	001653	N2	AM	3	3	15	15			

The **Disability Access Fund** column remains blank unless you click into it, at which point you can choose **Yes** for those children in receipt of DAF on census day. You do not have to choose **No** for every child that is not eligible.

When you have finished, click the **Save** button in the top LH corner of the screen.



If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save**. There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status** drop-down might help you with this.



Once you have saved, you can click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

Early Years Pupil Premium Receipt and **2 Year Old Basis for Funding** need to be filled in on the School Census 'page'.

By the time Early Years Pupil Premium (EYPP) data is collected, the EYPP funding has already been allocated to schools. For this reason Capita have renamed **Early Years Pupil Premium Eligibility** as **Early Years Pupil Premium Receipt**.

Indication confirming that children are in receipt of Early Years Pupil Premium is required for **pupils born between 01/09/2014 and 31/12/2015 and pupils born between 01/09/2013 and 31/12/2014 and taught in year E1, E2, N1 and N2 only.**

- Pupils are eligible for Early Years Pupil Premium (EYPP) if:
- ❖ they meet the benefits-related criteria for Free School Meals
 - ❖ they are In Care
 - ❖ they are Post Looked After.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	In Care	Basis for EYPP Eligibility
Abbott, Jessica	17/02/2014	001663	N2	ASH	4	4	No	Not Eligible
Abrams, Paul	15/12/2014	001651	N2	AM	3	4	No	Receipt - economic
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	No	Not Eligible
Atkins, Portia	12/01/2015	001653	N2	AM	3	3	No	Receipt - economic...
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	No	Not Eligible
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	No	Not Eligible
Dennis, Joshua	17/04/2015	001655	N2	PM	3	3	No	Not Eligible

The pupils shown in the **Early Years Pupil Premium Receipt** grid are a sub-set of the pupils shown in the first grid (those that fall into the age criteria for EYPP – three and four year olds). The **Basis for EYPP Eligibility** defaults to **Not Eligible**, for those children that are eligible, you should click in the applicable cell and select from the options:

- ❖ receives through **Economic** reasons
- ❖ receives through **Other** reasons
- ❖ receives through **Economic and Other** reasons
- ❖ receives but the basis is **Unknown**.

If you **Recalculate** or **Calculate All Details** before saving, your **Basis for EYPP Receipt** edits will be lost.

Something needs to be entered for every pupil who has Funded Hours in the **2 Year Old Basis for Funding** grid to show how they are entitled to that funding. **For Census, two year olds are pupils born between 1 January 2016 and 31 December 2016 inclusive) regardless of year taught in.**

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Archer, Liam	16/04/2016	001703	N1	N1 PM	Yes	Yes	No
Jones, Emmeline	17/03/2016	001705	N1	N1 AM	Yes	No	No
Joram, Sara	07/01/2016	001706	N1	N1 PM	No	Yes	No
Parker, Gregory	02/02/2016	001707	N1	N1 P...			
Woodman, Eira	08/03/2016	001709	N1	N1 PM	Yes No		
Zenon, Jeremi	07/05/2016	001710	N1	N1 AM			



Click in the appropriate cell and choose Yes from the drop-down to show their basis of funding. A pupil might meet one or more of the criterion. Select **Yes** to each applicable basis for funding. Something needs to be entered for every child that appears in the grid.

If during the period when you are working on your census

- ❖ Hours at Setting or Funded Hours are edited via **Tools | Statutory Return Tools | Update Hours for Early Years**

- ❖ a new pupil is added in SIMS
- ❖ a pupil's date of birth is amended,

3 Early Years

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016	Age at 31/12/2016	Hours at Setting	Funded Hours
Abhra,Shaqib	17/12/2013	Male	001582	N1	N1 AM	2	3	15	15
Adams,Sadie	20/03/2013	Female	001521	N2	AM	3	3	15	15
Aljona,Tatyana	21/12/2012	Female	001522	N2	PM	3	4	15	15
Andrews,Richard	02/12/2012	Male	001523	N2	AM	3	4	15	15
Bronislaw,Tomaz	06/04/2013	Male	001524	N2	PM	3	3	15	15
Clarke,Harriette	09/11/2012	Female	001525	N2	AM	3	4	15	15
Davies,Adam	01/12/2012	Male	001526	N2	AM	3	4	15	15



Use the **Recalculate** button at the top RH side of the **Hours for Early Years** section of the School Census page to ensure that the up-to-date data is displayed.

The details are saved when you **Save** your census.

Checking/Updating Class Types – Primary Schools with Nursery Classes Only

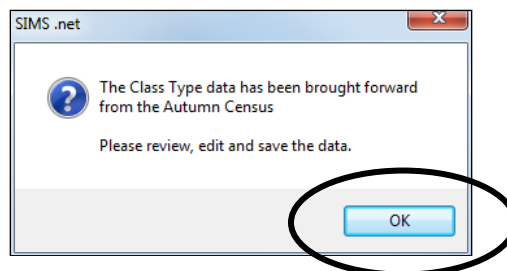
It is necessary for Primary schools with Nursery pupils to specify the type of class each pupil belongs to on the return date. Pupils in your Nursery class should be specified as **Nursery** with all other pupils specified as **Other**. Data can be updated by clicking the **Edit** button in the Class Type section on the School Census page..

5 Class Type

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbott, Jessica	17/02/2014	Female	001663	N2	ASH		✓
Abdullah, Tamwar	12/01/2009	Male	001275	5	5BB		✓
Abhra, Abjit	20/11/2009	Male	001336	4	4ES		✓
Abhra, Alisha	20/11/2009	Female	001337	4	4ES		✓
Abhra, Shaqib	17/12/2013	Male	001582	R	ELM		✓
Abrams, Paul	15/12/2014	Male	001651	N2	AM	✓	

A message informs you that the class type data has been brought forward from the Autumn Census.



Click the **OK** button to display the **Update Class Type** dialog.

Clicking on this button will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Class Type**

The screenshot shows the 'Update Class Type' interface. At the top, there are 'Save' and 'Undo' buttons. Below them, the 'Census' section includes a 'Term' dropdown set to 'Spring 2019'. The 'Pupils View' dropdown menu is highlighted with a red circle and is currently set to 'All'. To its right are 'Reg' and 'Status' dropdowns, both also set to 'All'. Below this is a table of pupils with columns: Name, Date of Birth, Gender, AdNo., YTI, Reg, Nursery, and Other. The 'YTI' column for the first row, 'Abbott, Jessica', is 'N2'. The 'Other' column for the same row has a checkmark.

Check that the **YTI** (Year Taught In) field is displaying **All**. Right Click on the grey column heading **Other** and choose **Check All** from the options.

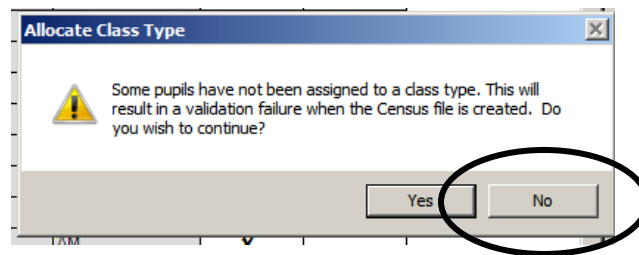
This close-up shows the 'Nursery' and 'Other' column headers. A right-click context menu is open over the 'Other' header, with the 'Check All' option highlighted in blue. Other options in the menu include 'Sort By' and 'Remove All'.

You have now changed all the pupils in the school to Class Type **Other**. If you are a school that has pupils in a Nursery class, you will now need to make sure that they have **Class Type Nursery**. Click on the **Year Group** down arrow and select **N2** from the list. **Right Click** on the grey column heading **Nursery** and choose **Check All** from the options.

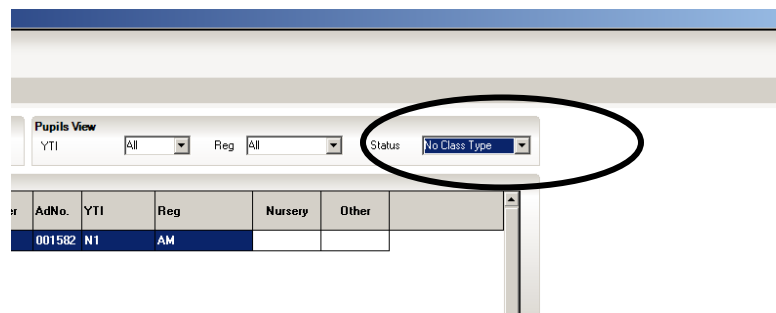
This screenshot shows the 'Update Class Type' interface after the first step. The 'YTI' dropdown in the 'Pupils View' section is now set to 'N2' and is circled in red. In the table below, the 'YTI' column for 'Abbott, Jessica' is 'N2'. The 'Nursery' column header is highlighted with a red box, and a right-click context menu is open over it, with the 'Check All' option highlighted in blue. The 'Other' column for 'Abbott, Jessica' still has a checkmark.

If you have also have an N1 year group in your school, you will need to repeat the process but this time when you click the Year Group drop down arrow, choose N1 from the list.

When you have made all your changes, click on the **Save** button in the top LH corner. If there are still any pupils who do not have a Class Type assigned, you will see the following warning:



To see which pupils these are click on the **Status** drop down arrow and select **No Class Type** from the list. This will display any pupils without a Class Type and you can click in the appropriate box to select their Class Type.



Click the **Save** button in the top **LH** corner and **OK** in the bottom **RH** corner of the screen to return to the **Census Return Details** page

Updating Pupils with Top-Up Funding

From this academic year, the DFE is using the top-up funding indicator in census in the new high needs national funding formula, and for research/benchmarking, therefore it is very important that all schools complete this data item correctly and strictly follows the DFE guidance

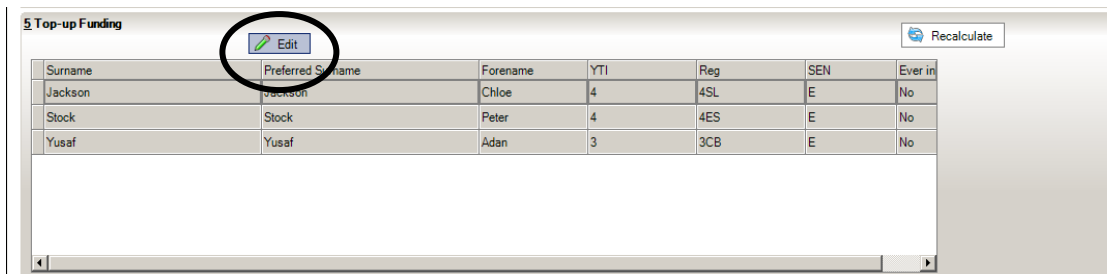
Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who have an EHCP. Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold.

For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools and PRUs, the funding they

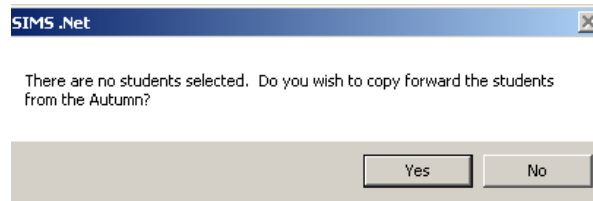
receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess of this funding. Because the full cost of places in special schools and PRUs usually exceeds £10,000, these types of schools will normally receive top-up funding for most, if not all, of the pupils in the school.

You can access information about your school's Top-Up funding on the EGFL. Your LA contact for enquiries about Top-Up funding is Sarah Guest, sguest@ealing.gov.uk, 020 8825 5121.

If the pupils with top-up funding have been recorded previously via **Tools Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel. To check and make changes to this panel, click on the **Edit** button.

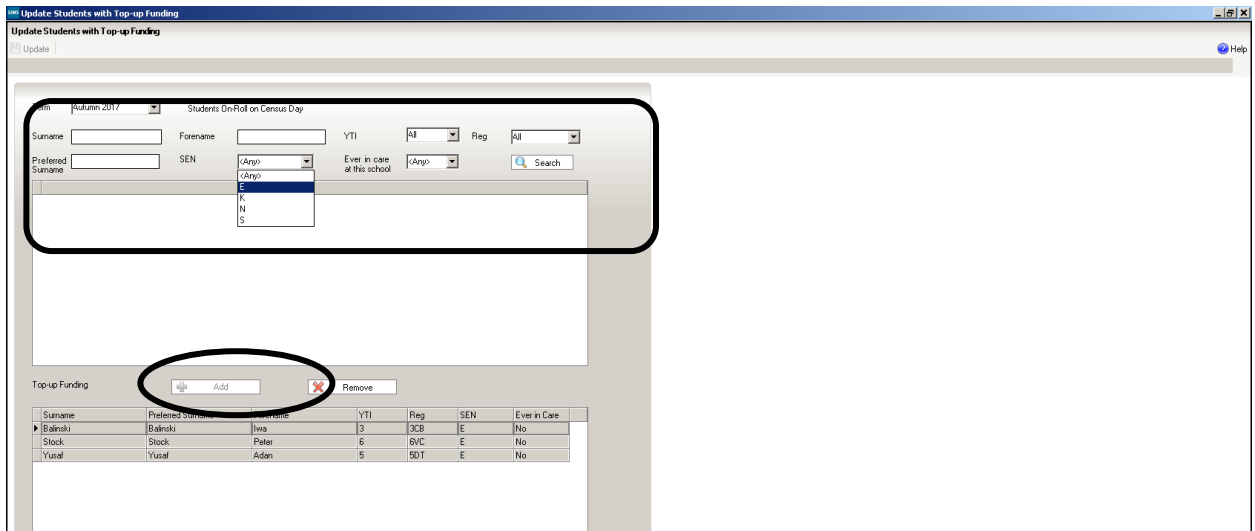


If the panel is initially blank and you click the **Edit** button, you will see the following message:



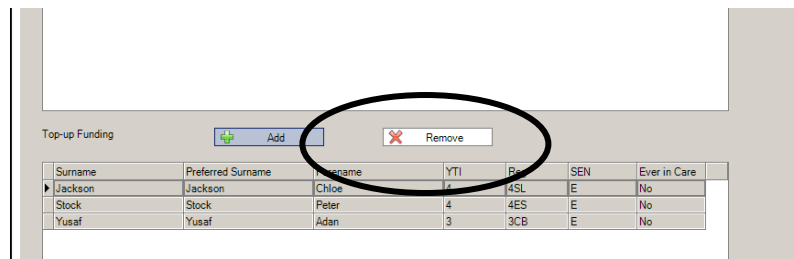
Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.

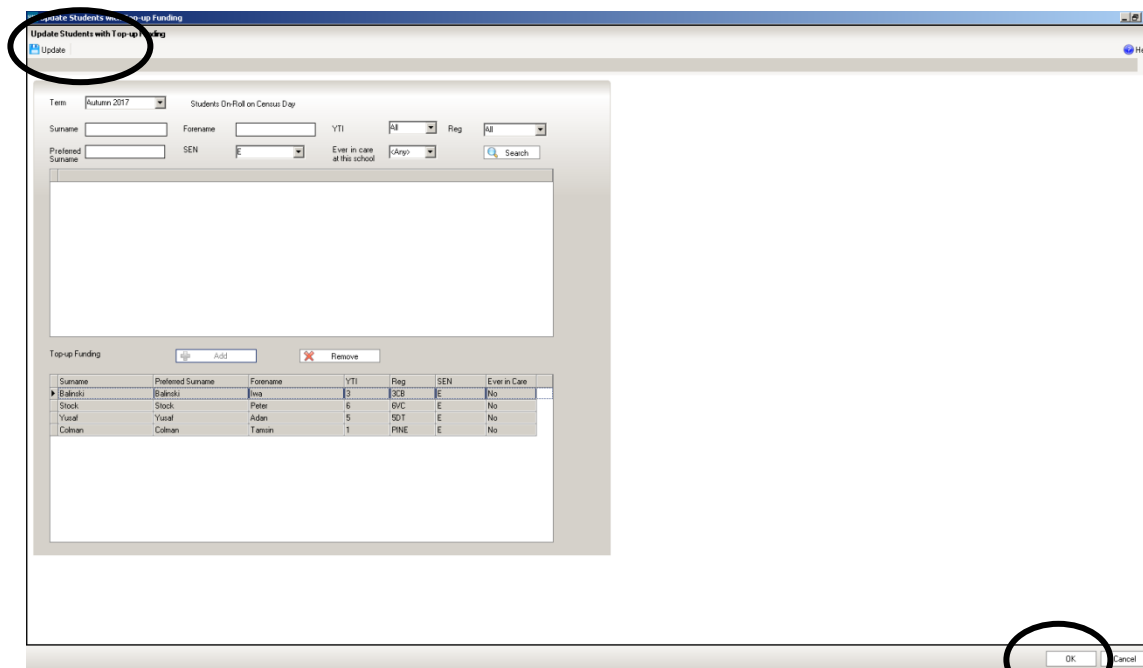


Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



Click the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.



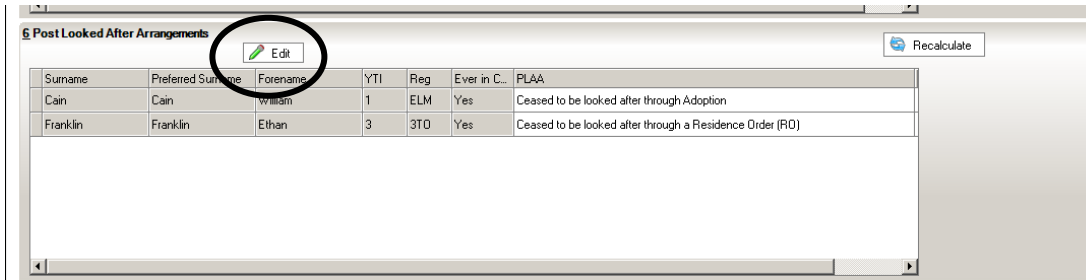
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

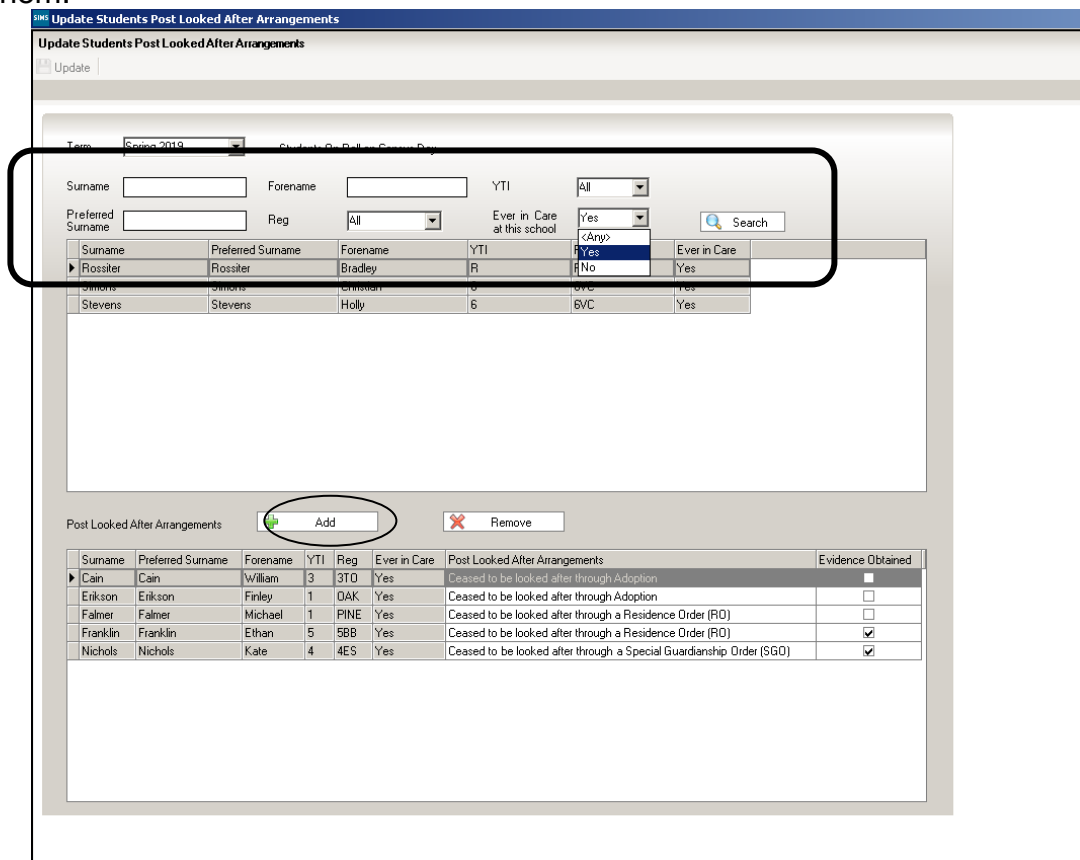
This section of census collects information regarding children on roll on census day that have left care through either adoption, a special guardianship order, a residence order or a child arrangement order. Children who have left care under one of the measures listed above will be eligible for the post looked after element of the pupil premium.

The DFE will collect this information in each census, but you should only enter a pupil's name if the persons with parental responsibility **have self-declared to the school** that their child was In Care immediately before Adoption, under a **special guardianship order**, a **residence order** or **child arrangement order**. As part of the self-declaration process, parents must show the school evidence of the adoption/special guardianship/residence/child arrangement order.

To make changes to the panel clicking the **Edit** button.

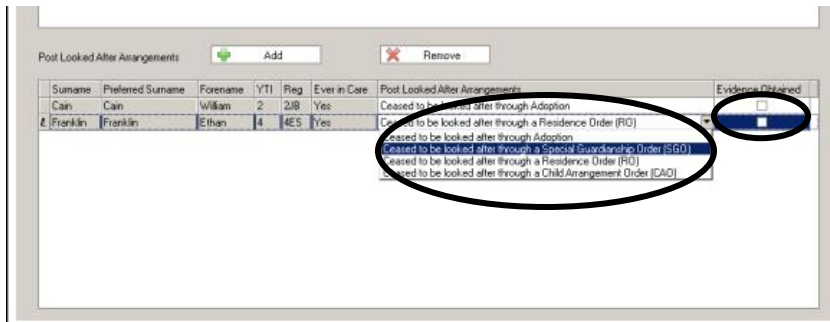


This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.



Click on pupil names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move.

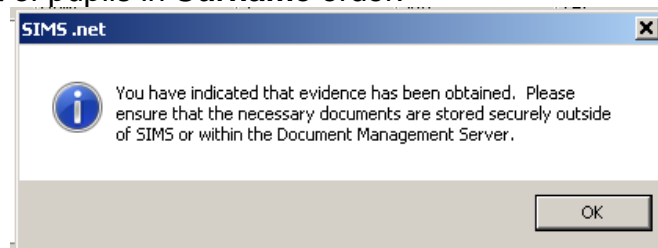
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



Select the correct **Post Looked After Arrangements** status from the drop-down list

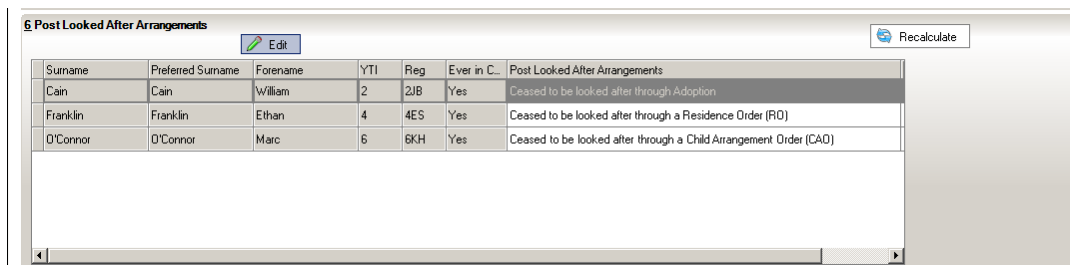
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

Clicking the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.



If you have ticked the **Evidence Obtained** box against any of the pupils, you will see the above message when you click the **Update** button.

When you have finished making changes, click the **OK** button located at the bottom RH of the screen to return to the **Census Return Details** page, where the updated information is displayed.

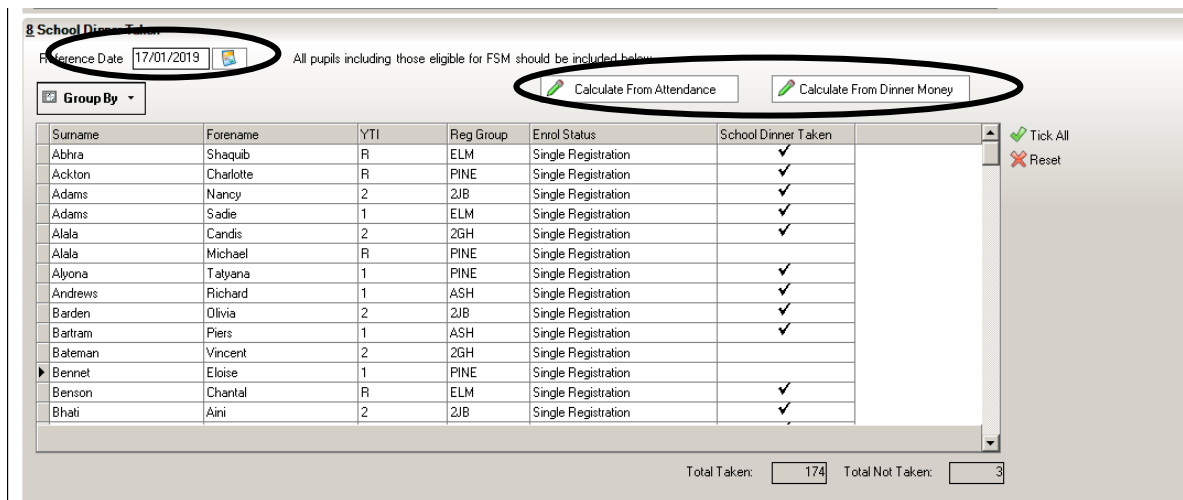


School Dinner Taken – Schools with Reception, year 1 and Year 2 pupils

In this panel of school census we are recording the number of Universal Free School Meals eaten by pupils in Reception, Year 1 and Year 2. **This will include all the**

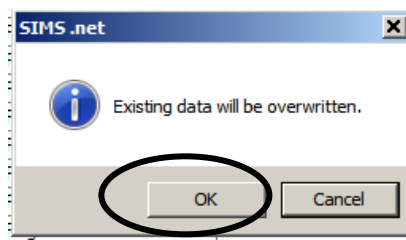
pupils in those curriculum years that ate, (including those who are eligible for deprivation free school meals).

The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food. Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance pupils are unable to take their universal School Meal, then you should return the figures from another day when a more normal number of meals were taken. If you do this, the **Reference Date** can be amended to allow the use of the **Calculate from...** buttons

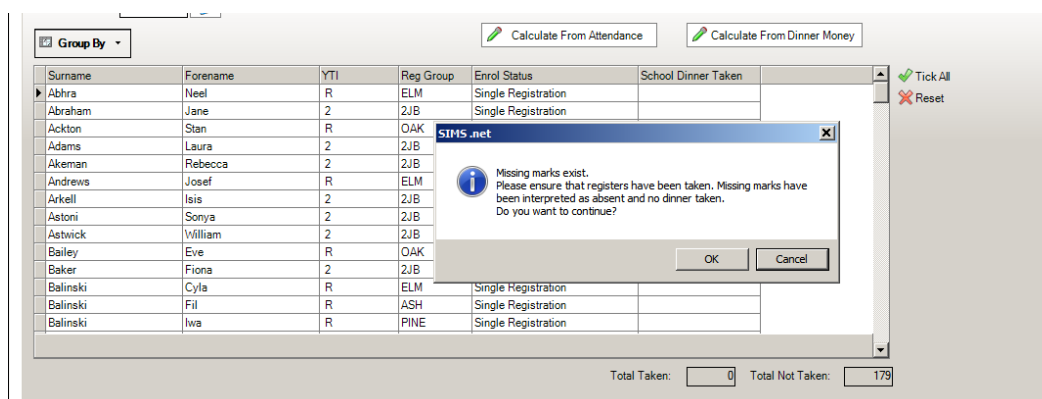


The **School Dinner Taken** panel displays **all the children on roll on Census Day in Reception, Year 1 and Year 2**. The **Calculate From ...** buttons are only available if the school has the relevant modules in use otherwise they are greyed-out.

On Census Day (or the alternative day you have chosen by amending the Reference Date), after Attendance or Dinner Money has been updated to reflect who is absent/present, click the relevant **Calculate from...** button at the top of the panel. The first thing you will see is a warning message reminding you that calculating will overwrite what is already in the table. As this is the first time we are running through our return, and we have not, as yet made any manual edits to the table, we can just click **OK** to close this message.

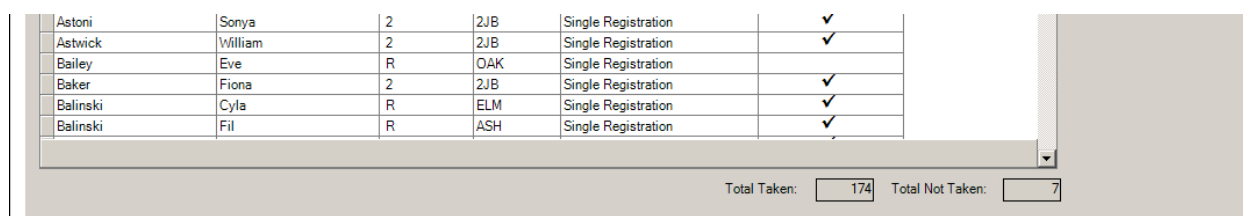


If the module you are calculating from has not been fully completed for census day you will see a warning message. (The example below is from using the Calculate from Attendance routine)



If you prefer, or if there is any problem with getting **Attendance** or **Dinner Money** up to date on Census Day, you can opt **not** to use the **Calculate From ...** buttons at all, and just update the panel with who is present/absent manually.

Any children in the relevant years who have chosen **not** to take the free meal should be unticked in the panel.



At the bottom of the panel check the **Total Taken** and **Total Not Taken** boxes. After the return has been **Created and Validated**, you will be able to run the **School Dinner Taken** Detail Report to make further checks.

Classes (NOT applicable to Nursery and Special schools)

On this panel of the Census we are thinking about which pupils and staff are in class, and what they are doing at your selected time for Census.

The School Census collects a 'snapshot' of information from SIMS based on a *selected time* on census day. The *selected time* is based on the last digit of your DfE establishment number and this year, is calculated as follows:

2, 3 or 6	The selected time is one hour after the start of afternoon school
4, 7, 8 or 9	The selected time is one hour after the start of morning school
0, 1 or 5	The selected time is one hour before the end of morning school

There are other considerations when choosing your selected time:

- It should **NOT** be a time when the whole school or a large proportion of the school is involved a group activity, for example, in an assembly with the head teacher. Schools should choose an hour that reflects a 'normal' class situation that applies at the selected time each Thursday of the term
- It **SHOULD** be a time when Primary schools with infant classes, (Reception and/or Key Stage 1 classes), are engaged in academic activity rather than excepted activities (for example, games, music, watching television where a larger group of children is being supervised by fewer staff). If you find that you have to change your selected time for this reason, you should **apply the change to the whole school and not just the infant classes**.
- Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on the Census Day due to something like staff training, severe weather conditions or religious observances.

If you find that you have had to use a different day or time from that indicated by the DFE specification above, you should record the details for audit purposes. The notes part of the Headteacher's Authorisation report would be a good place to do this (a reminder is included in these notes at that point).

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Type	KeyStage	Activity
2GH	29	0	1	0	Year 2	Other	Key Stage 1	
2JB	30	0	1	0	Year 2	Other	Key Stage 1	
3CB	30	0	1	0	Year 3	Other	Key Stage 2	
3TO	30	0	1	0	Year 3	Other	Key Stage 2	
4ES	30	0	1	0	Year 4	Other	Key Stage 2	
4SL	29	0	1	0	Year 4	Other	Key Stage 2	
5BB	31	0	1	0	Year 5	Other	Key Stage 2	
5DT	30	0	1	0	Year 5	Other	Key Stage 2	
6KH	31	0	1	0	Year 6	Other	Key Stage 2	
Total	437	0	15	1				

In the **Class Name** column every class that you have in your school should be listed as set up in your pastoral structure. You may have to use the scroll arrow to see all the names.

The **Class Type** defaults to **Other**. If you have nursery class/es, you will have to click in the Type column next to the class name and then select **Nursery** from the drop-down menu.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity
1HP	29	0	2	0	Year 1	Other	Key Stage 1	Other
1P	28	0	2	0	Year 1	Other	Key Stage 1	Other
2R	30	0	1	0	Year 2	Nur...	Key Stage 1	Other
2S	29	0	1	0	Year 2	Other	Key Stage 1	Other
3A	27	0	1	0	Year 3	Other	Key Stage 2	Other
3M	30	0	1	0	Year 3	Other	Key Stage 2	Other
4B	27	0	1	0	Year 4	Other	Key Stage 2	Other
4M	30	0	1	0	Year 4	Other	Key Stage 2	Other
5G	30	0	1	0	Year 5	Other	Key Stage 2	Other
6V	30	0	1	0	Year 5	Other	Key Stage 2	Other
Total	429	0	19	0				

Check that the number of pupils on roll in each class is correct in the **Pupils (On Roll)** column.

When checking class sizes at the selected time for your school, you will also need to take into account the DFE's proviso regarding infant class sizes as mentioned above. If you have infant classes with more than 30 pupils, The DFE will want to know the reason. Certain circumstances are allowed:

- a) Children with SEN Statements/EHCPs who are admitted to the school outside the normal admissions round
- b) Children moving into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (admission authorities must check with local authorities before determining that a child fall into this category)
- c) Children admitted after the initial allocation of places because the person responsible for making the decision recognizes that an error was made in implementing the school's admission arrangements and a place ought to have been offered;
- d) Looked After Children admitted outside the normal admissions round;
- e) Children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made
- f) Children normally educated in a special school or special educational needs unit attached to a mainstream school attend an infant class in the mainstream school, where this has been deemed as beneficial to the child.

Exceeding Infant Class size comes up as an Error in COLLECT and the exception reason must be noted!

Some of the information in the **Teachers and Support Staff** columns will have been entered automatically. You should amend or add the number of teachers and support staff assigned to a class at the selected time by clicking in the appropriate column next to the appropriate class name. You should include all qualified and unqualified teachers taking the class at the selected time and all teaching assistants, special needs support staff, minority ethnic students support staff, and other education support staff in the class at the selected time.

However, in this grid the DFE only want to know about staff in the class who are teaching/supporting the whole class or groups of pupils, so you should **exclude** staff who are wholly or mainly providing support to individual students and teachers on Planning, Preparation and Assessment (PPA) time.

Please check that the **Year Taught In** and **Key Stage** are correct. If either of these values need to be edited, click in the grid and then select from the drop-down menu.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Type	Key Stage	Activity
IAH	29	0	1	0	Year 2	Other	Key Stage 1	Humanities (includ...
IB	30	0	1	0	Year 2	Other	Key Stage 1	Mathematics (includ...
CB	30	0	1	0	Year 3	Other	Key Stage 2	Art Craft or Design
FO	30	0	1	0	Year 3	Other	Key Stage 2	English Literacy or Reading
ES	30	0	1	0	Year 4	Other	Key Stage 2	Foreign Language
SL	29	0	1	0	Year 4	Other	Key Stage 2	Group project work (includ...
BB	31	0	1	0	Year 5	Other	Key Stage 2	Mathematics (includ...
DT	30	0	1	0	Year 5	Other	Key Stage 2	Music Singing or Drama
KW	31	0	1	0	Year 6	Other	Key Stage 2	Other
Total	437	0	15	1				

10 Pupil Reconciliation
 On roll pupils in classes: Total pupils:
 Part-time pupils not at school: Must agree with:
 Private study pupils: Pupils on roll:
 Pupils at another school:

You will need to amend the **Activity** for each class by clicking in the grid and selecting from the drop-down menu

There is a **Recalculate** button to the right of the grid should you wish to reset the information to how it was just after you Calculated All Details. Do not use the **Recalculate** button if you wish to keep any changes you have made!

Adding Classes

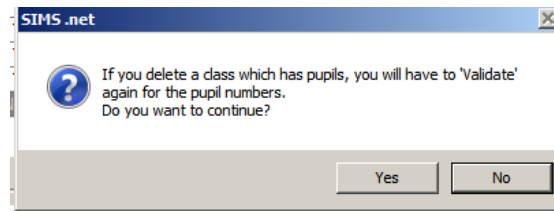
Any group of pupils that regularly receives instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught'. In which case, it will be necessary to **Add a Class** to the Classes grid. This is achieved by clicking the **New** button and entering the applicable class information in the additional row displayed at the bottom of the **Classes** table. **But remember to reduce the number of pupils in the main class!**

Pupil Reconciliation

Your selected time for doing the return will help you decide if there are any part-time pupils not in school. Depending on whether your selected time is in the morning or the afternoon, either your morning or afternoon Nursery class will not be in school. The Nursery class that is not in school must be deleted from the **Classes** grid and the number of children added to the **Part-time Pupils not at school** box underneath.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Taught In	Type	Key Stage	Activity
6VC	27	0	1	0	Year 6	Other	Key Stage 2	Music Singing or Dr
AM	10	0	1	1	Year N2	Nursery	Foundation	English Literacy or F
ASH	29	0	1	0	Mixed Year	Other	Mixed Key St.	Religious Education
ELM	30	0	1	0	Mixed Year	Other	Mixed Key St.	Science
OAK	30	0	1	1	Mixed Year	Other	Mixed Key St.	Art Craft or Design
PINE	30	0	1	1	Mixed Year	Other	Mixed Key St.	English Literacy or F
PM	11	0	1	1	Year N2	Nursery	Foundation	English Literacy or F
Total	437	0	16	4				

Note the number of pupils in the class that needs to be deleted and highlight the class name by clicking in the grid. Click on the **Delete** button on the RH side of the grid. You will see the following warning:



In this case we **do** want to delete the class, so click on **Yes**. We now need to enter the number of pupils into the **Part Time Pupils not at school**.

10 Pupil Reconciliation			
On roll pupils in classes	<input type="text" value="426"/>	Total pupils	<input type="text" value="437"/>
Part-time pupils not at school	<input type="text" value="11"/>	Must agree with	
Private study pupils	<input type="text" value="0"/>	Pupils on roll	<input type="text" value="437"/>
Pupils at another school	<input type="text" value="0"/>		

The totals will update when you click away from the box. Fill in details of any other pupils who are on roll, but are not in school at the selected time in the appropriate box. If you add up the numbers in the four boxes in the columns the left-hand side it gives you the number shown in the **Total Pupils** box at the top of the right-hand column. The **Pupils on Roll** figure is entered automatically by the system and the two figures have to be the same.

Collecting Pupil Attendance (NOT applicable to Nursery schools)

The Spring Census 2019 collects Attendance from your Attendance Module for pupils aged 4 to 15 inclusive, on 31 August 2018, who were on-roll for at least one session during the period from the start of the 2018 Autumn term to 31/12/2018 inclusive. In the Spring Census attendance codes and the number of sessions missed are also collected.

Prior to clicking the **Calculate All Details** button (on the **School information** panel) the display is blank, but after the button is clicked the display changes. If all your attendance codes are DfE compliant you will see the following message:



If you have not finished entering the Attendance information for the Autumn Term you will see the following display:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can ignore the **Attendance** panel warning for now.

To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel. If you have dealt with all the missing marks a message confirming this will be displayed.

The Pupil Attendance panel does not give you any information about pupil names or individual attendance codes. You will be able to check these using the Detail Reports button – but only after you have Created and Validated your Census.

General

There is now only one entry to be made in the General section of your census return – the number of **Deprivation** Free School Meals taken on Census Day.

A screenshot of a form section titled "11 General". Below the title is a label "Number of free school meals taken on census day" followed by a text input field containing the number "67".

Enter the number of **Deprivation** Free School Meals taken **by pupils in ANY YEAR** on 17th January 2019. The DFE want a realistic figure of the uptake of FSMs for eligible pupils, so once again, if due to some exceptional circumstance the number taken on census day is unusual, you should report the figure from another day before or after census day when the uptake was more normal.

The number taken cannot be greater than the number of students who are **eligible** for a Free Meal.

You will be able to check the pupils recorded in SIMS.net as Eligible for Free School Meals using the Detail Reports button – but only after you have Created and Validated your Census.

Entering Admission Appeals Totals

This panel only needs to be filled in if your school deals with its own Admission Appeals, for example, if your school is a Foundation school, Voluntary Aided Primary school or Academy.

This module will be collected in the Spring Census only, providing information for a school's admission appeals against non-admission to the school for the start of the 2018/19 academic year. Note appeals lodged on or after the 1 September 2018 should not be included.

For those of you who need to complete it, I have copied the DFE specification for working out what should and shouldn't be included into the appendix at the end of this booklet.

13 Infant Admissions Appeals
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools) Independent Admissions Committee

Lodged	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

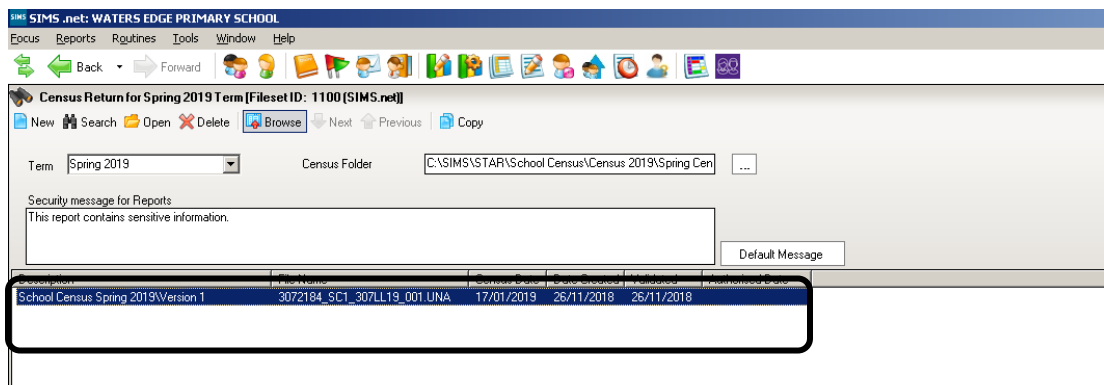
14 Primary Admissions Appeals
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools) Independent Admissions Committee

Lodged	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

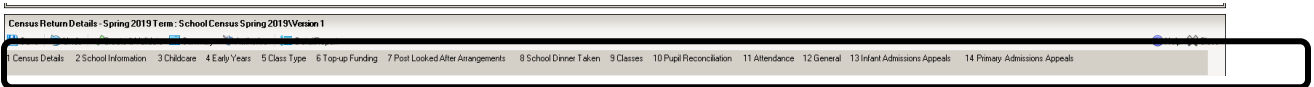
In the upper panel enter the number of **Infant Appeals**. In the lower panel, enter the number of appeals for admission to any year in the primary school (this should also include those for Infants).

Saving, Closing and Opening the Return

If you need to stop working on your return you can **Save** and close it. Go back to it by following the route **Tools | Statutory Returns | School Census** and choosing the name from the **Browse** window at the top of the School Census Return panel, and double clicking on the description of your return.

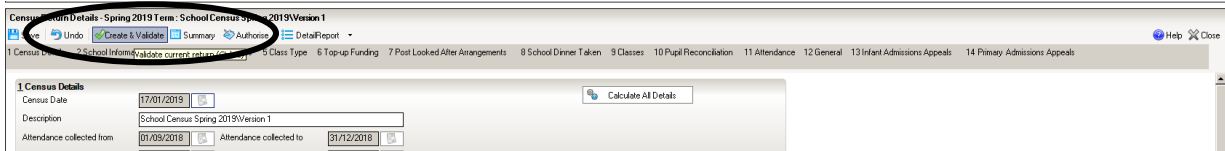


You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

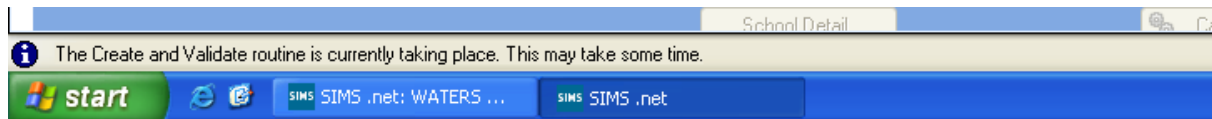


Validating the School Census Return

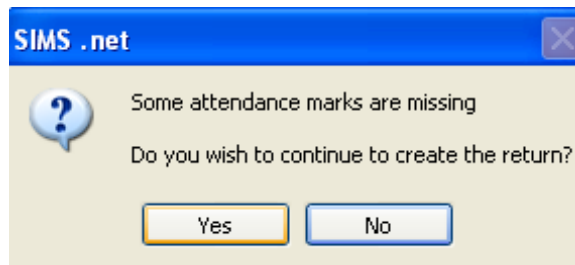
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that **'The Validation Routine is currently taking place. This may take some time.'**

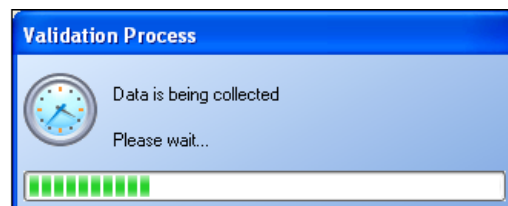
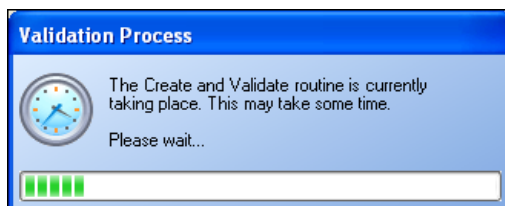


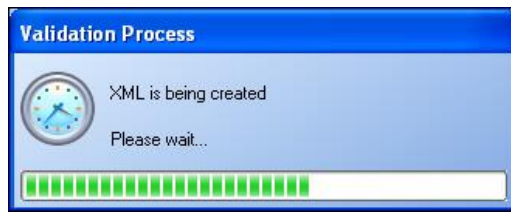
If you still have missing attendance marks you will see this message:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

Once **Yes** is selected the display will progress through the validation process.

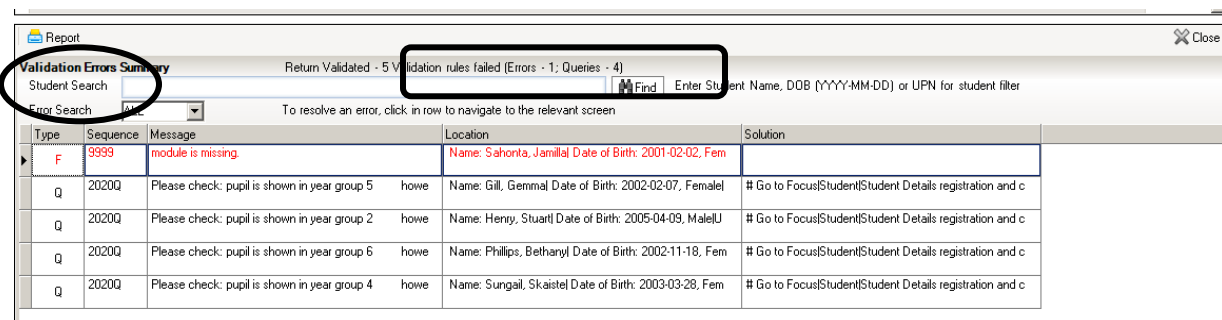




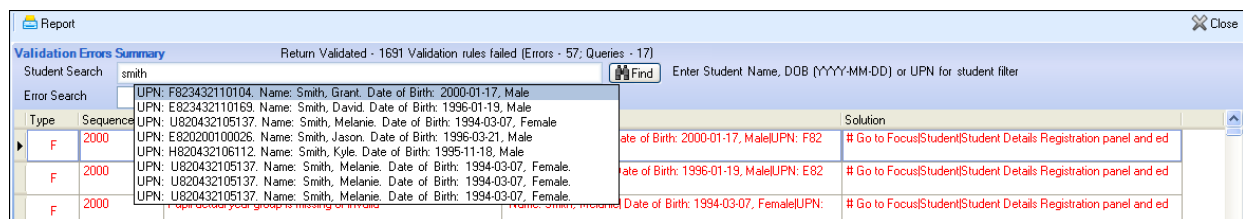
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected.

School Census Return Errors and Queries

At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.



The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.



Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL, ERRORS, QUERIES** or the required number from the drop-down list.

Type	Sequence	Message	Location	Solution
Q	20400	check: expected year group with no pupils (apart from ye		Please check that the pupils are in correct National Curriculum y
Q	20500	check: Is school type correct? Some pupils are outside t		Please check the school type.
Q	23550	check: Pupil record with no address details.	Name: Schrute, Mary Date of Birth: 1999-02-10, Female UPN:	# Go to Focus Student Student Details Addresses and edit pupil'
Q	25400	check: There would normally be at least one pupil who w		Go to Focus Attendance (Lesson Monitor) Display Marks and

When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Haryl Date of Birth: 1994-11-11, Male UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Major, John Date of Birth: 1994-10-03, Male UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	2000	Pupil actual year group is missing or invalid	Name: Abrahams, Jacqui Date of Birth: 1999-10-12, Female U	# Go to Focus Student Student Details Registration panel and ed
F	2000	# Go to Focus Student Student Details Registration panel and edit Year Taught In, note that if you make this change after the census date you will need to use History button to apply the change on the census date		
F	2000	Pupil actual year group is missing or invalid	Name: Adams, James Date of Birth: 1993-12-13, Male UPN: 75	# Go to Focus Student Student Details Registration panel and ed

You can change the order of the summary by clicking the appropriate column heading.

Type	Sequence	Message	Location	Solution
Q	2020Q	Please check: pupil is shown in year group 6	Name: Phillips, Bethany Date of Birth: 2002-11-18, Fem	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 5	Name: Gill, Gemma Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 4	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 2	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	# Go to Focus Student Student Details registration and c
F	9999	module is missing.	Name: Sahonta, Jamilla Date of Birth: 2001-02-02, Fem	

If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.

Type	Sequence	Message	Location	Solution
Q	2020Q	Please check: pupil is shown in year group 6	Name: Phillips, Bethany Date of Birth: 2002-11-18, Fem	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 5	Name: Gill, Gemma Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 4	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem Name: Gill, Gemma Date of Birth: 2002-02-07, Female UPN: W820200106017	# Go to Focus Student Student Details registration and c
Q	2020Q	Please check: pupil is shown in year group 2	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	# Go to Focus Student Student Details registration and c
F	9999	module is missing.	Name: Sahonta, Jamilla Date of Birth: 2001-02-02, Fem	

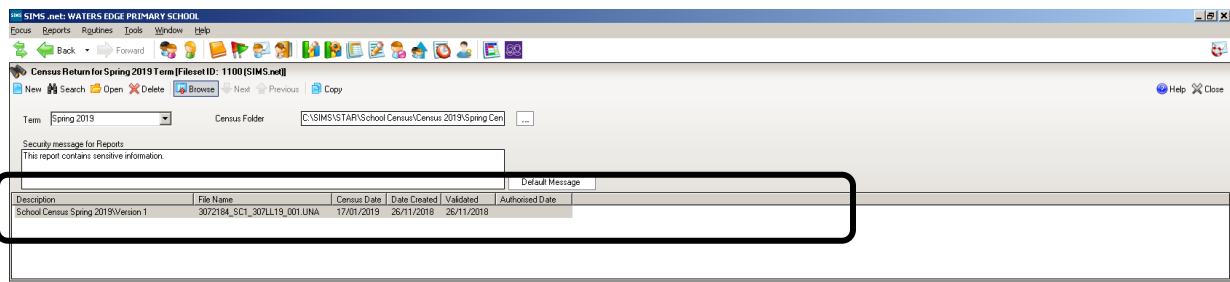
If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

The latest version of the Capita booklet **School Census 2018/19 Errors and Resolutions** is available at <https://www.egfl.org.uk/school-census>

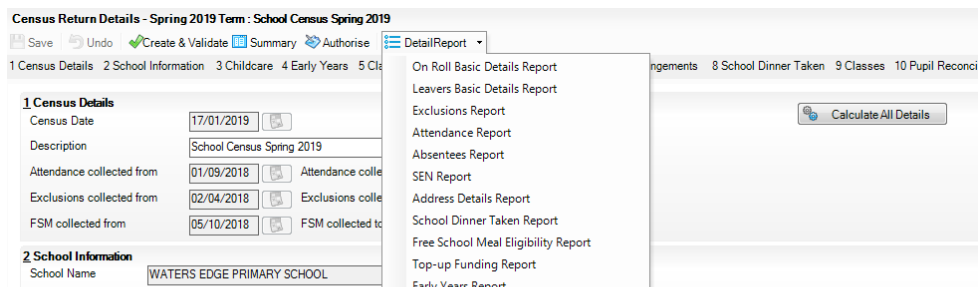
When you have fixed as many errors and queries as you can, you need to press the **Validate** button again to update the **Validation Errors Summary** panel.

Each time a return is Validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix for Trial Run is .UNA for 'unauthorised'.

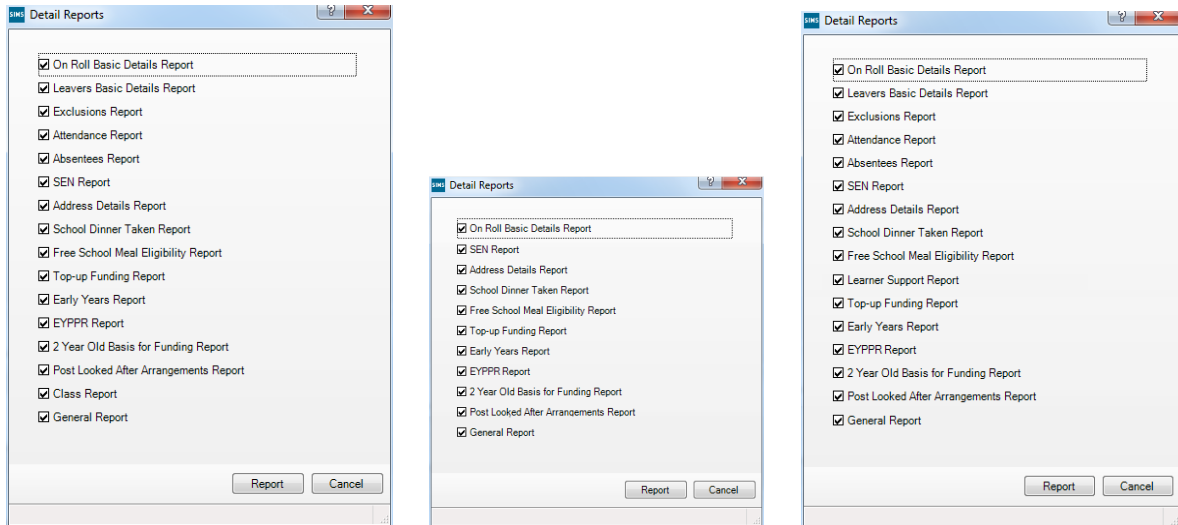


Producing Detail Reports

Detail Reports are can be accessed via the **Detail Reports** button and can be used to check exactly what information has gone through to the Census return.



You cannot select the Detail Reports until you have **Saved** and **Created** and **Validated** your School Census.



Different Reports are available for Primary, Nursery and Special schools.

The reports have changed this season in line with the data changes:

- ❖ Proficiency in English information has been removed from the On-Roll Basic Details report because the information is no longer required by the DfE.
- ❖ The Absentees report is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.
- ❖ The SEN status S (Statement) has been removed from the SEN detail report header. This SEN status is no longer valid and therefore is not collected in the return.
- ❖ The EYPPE report has been renamed EYPPR (Early Years Pupil Premium Receipt). The report now displays information applicable to pupils in receipt of Early Years Pupil Premium.

To view a single report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. To select multiple detailed reports, select **Print All Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

By default, all detailed reports are selected. If any reports are not required, untick the box to deselect. Click the **Report** button to generate the selected reports

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

IMPORTANT NOTE: Any printed reports containing a student's name or UPN should be used and held securely as per the considerations mentioned at the beginning of this booklet.

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.

The **Fileset Number**, **Filename**, the date the report was created and the **Version**, are also displayed at the top of the report. This could be useful and avoid confusion if you have printed off reports to check, and then subsequently produced another return and another set of reports.

School Census Spring - 2019 (On Roll Basic Data) - Internet Explorer

Security Message : This report contains sensitive information.

Report Criteria: Pupils on roll on Census day (17/01/2019)

Total Pupils: 446

School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 1100 (SIMS.net)
 Filename: 3072184_SC1_307LL19_001 UNA Report Created: 2011/2016
 XML Version: Validation 2018 Base - Updated: 2017-12-05 EnrolList 2018 Base - Updated: 2017-12-05 Summary 2018 Base - Updated: 2017-12-05

UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrollment Status	Ethnicity	Language	Class Type	Part-time Status	Boarder
F02320991013	Abbott	Jessica	Abbott	-	17/02/2014	Female	NC	27/09/2017	Main - Dual Registration	White - English	English	Nursery	No	Not a Boarder
N023209911021	Abdullah	Tamwar	Abdullah	-	12/01/2009	Male	5	01/09/2012	Single Registration	Bangladesh	English	Other	No	Not a Boarder
M023209911021	Abra	Abra	Abra	-	29/11/2009	Male	4	01/09/2012	Single Registration	Bangladesh	Bengali	Other	No	Not a Boarder
F023209910901	Abram	Jashe	Abram	-	29/11/2009	Female	4	01/09/2012	Single Registration	Bangladesh	Bengali	Other	No	Not a Boarder
G023209914005	Balnisi	Cyla	Balnisi	-	14/03/2010	Female	4	01/09/2014	Single Registration	White Eastern European	Polish	Other	No	Not a Boarder
B023209914006	Balnisi	Fi	Balnisi	-	14/06/2010	Male	4	01/09/2014	Single Registration	White Eastern European	Polish	Other	No	Not a Boarder
F023209914007	Balnisi	Iwa	Balnisi	-	14/03/2010	Female	4	01/09/2014	Single Registration	White Eastern European	Polish	Other	No	Not a Boarder
L023209915023	Barrin	Oakey	Barrin	-	22/02/2010	Female	3	01/09/2015	Single Registration	White Eastern European	Russian	Other	No	Not a Boarder
A023209915024	Barrin	Chick	Barrin	-	04/04/2011	Female	3	01/09/2015	Single Registration	White - English	English	Other	No	Not a Boarder
L023209915021	Barrin	Olivia	Barrin	-	14/03/2012	Female	2	01/09/2016	Single Registration	Black Caribbean	English	Other	No	Not a Boarder
G023209915004	Barnes	Itaso	Barnes	-	02/03/2015	Male	NC	01/09/2018	Single Registration	White - English	English	Nursery	No	Not a Boarder
M023209911025	Barnett	Anthony	Barnett	-	23/11/2008	Male	5	01/09/2012	Single Registration	White - English	English	Other	No	Not a Boarder
P023209915025	Barrick	Molly	Barrick	-	19/01/2011	Female	3	01/09/2015	Single Registration	Chinese and Any Other Ethnic Group	English	Other	No	Not a Boarder

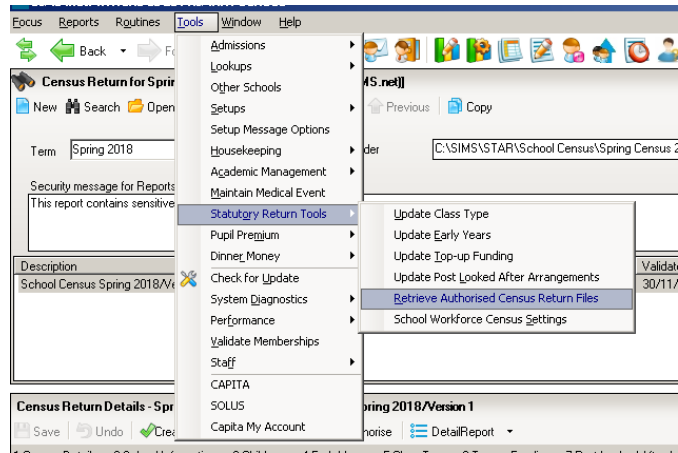
These days, a query is only generated when a pupil/student is taught two years out of the year expected for their age. However, the **On Roll Basic Details** report highlights in yellow any pupil taught outside the expected year group for their age

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

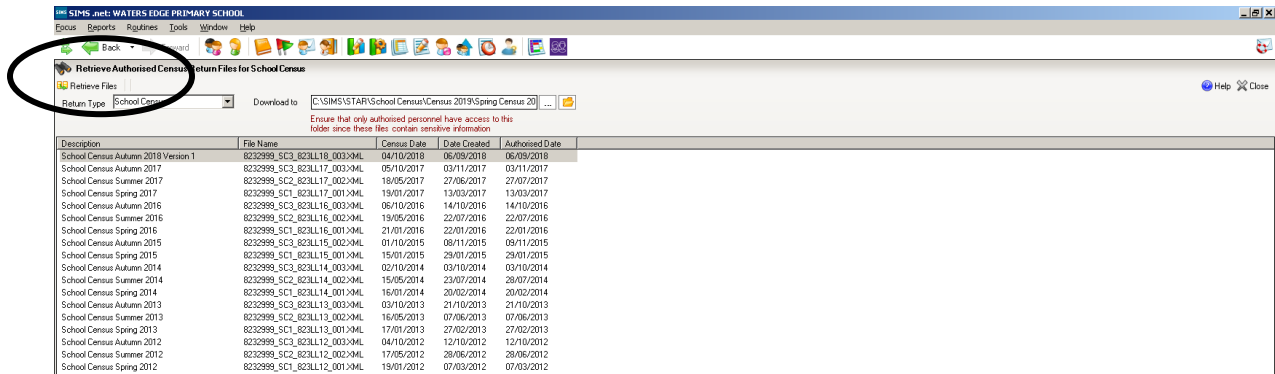
Viewing Previous Authorised Census Returns

It is now possible to view the reports from previous authorised School Census returns in order to make comparisons.

This can be done by following the route **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files**



On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button



The reports associated with this return will be displayed in your web browser

Security - Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data is removed.

This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed.

Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.

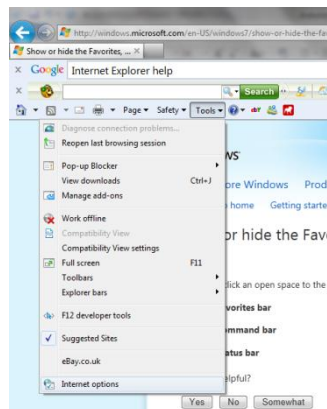




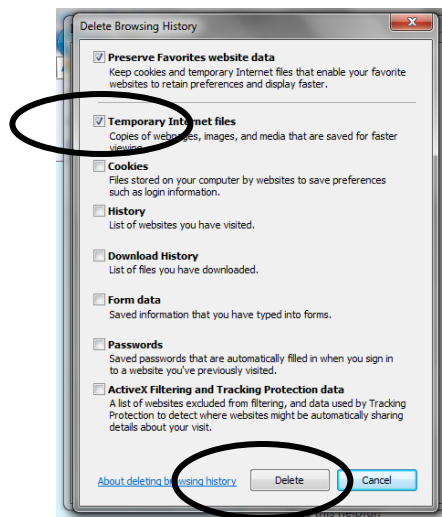
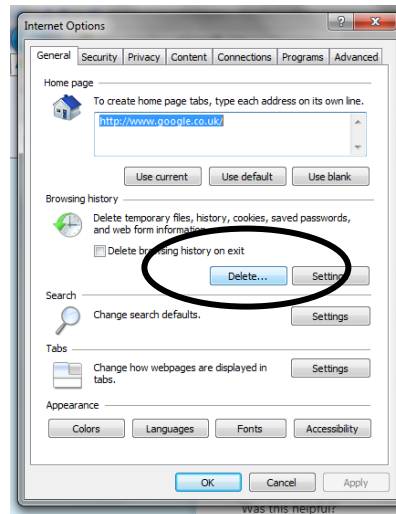
Click the **Close** button

If you find you are using a different browser or version of Internet Explorer and are unsure of how to delete the Temporary Web Browser Files, please consult your SIMS support provider.

Click the **Tools** button and select Internet Options from the drop-down list.



Click the **Delete** button in the middle of the screen:



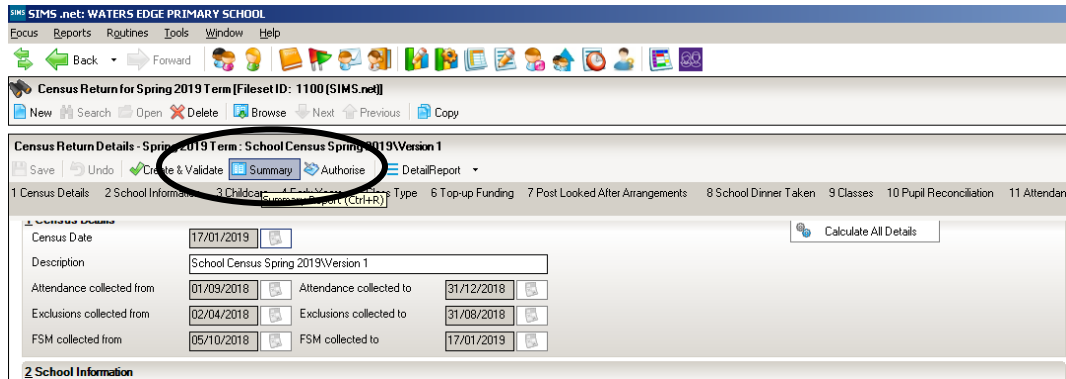
On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

Producing the Summary Report

The Summary Report is provided for school staff and the head teacher authorising the return to check the accuracy and completeness of the data before submitting the return to the LA.

The DfE recommends that the Summary be compared to the one for the previous term or year to highlight any anomalous data between the respective Census collections. It is vital for a school to check the accuracy of data in this summary as it is this data that is submitted to DfE as an accurate reflection of the situation in the school on Census Day.

Click the **Summary** button to open the **Summary Report**.



The Summary Report opens up in your internet browser. A copy will also be saved in your School Census folder. **It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.**

School census collection: spring 2

There are 0 errors and 1 queries.

Table 1: School characteristics [ALL schools]

<p>Summary for: WATERS EDGE PRIMARY SCHOOL</p> <p>Local authority code: 307</p> <p>Establishment number: 2184</p> <p>Telephone number: 852015</p> <p>Email address: school@we.com</p> <p>Phase: PS</p> <p>Type: 18</p> <p>Governance: CO</p> <p>Intake type: COMP</p> <p>Lowest national curriculum year group: N1</p> <p>Highest national curriculum year group: 6</p>
--

Check through the Summary when it is displayed on the screen. You may find some mistakes in it that you have not been warned about in the list of errors and queries.

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2018	Date of Birth	Number of pupils						
		Full-time			Part-time			All
		Male	Female	Total	Male	Female	Total	Total
19 or over	31/08/1999 or earlier	0	0	0	0	0	0	0
18	01/09/1999 - 31/08/2000	0	0	0	0	0	0	0
17	01/09/2000 - 31/08/2001	0	0	0	0	0	0	0
16	01/09/2001 - 31/08/2002	0	0	0	0	0	0	0
15	01/09/2002 - 31/08/2003	0	0	0	0	0	0	0
14	01/09/2003 - 31/08/2004	0	0	0	0	0	0	0
13	01/09/2004 - 31/08/2005	0	0	0	0	0	0	0
12	01/09/2005 - 31/08/2006	0	0	0	0	0	0	0
11	01/09/2006 - 31/08/2007	0	0	0	0	0	0	0
10	01/09/2007 - 31/08/2008	29	31	60	0	0	0	60
9	01/09/2008 - 31/08/2009	33	29	61	0	0	0	61
8	01/09/2009 - 31/08/2010	30	30	60	0	0	0	60
7	01/09/2010 - 31/08/2011	29	30	59	0	0	0	59
6	01/09/2011 - 31/08/2012	30	29	59	0	0	0	59
5	01/09/2012 - 31/08/2013	31	30	61	0	0	0	61
4 (8 - 11 months)	01/09/2013 - 31/12/2013	0	9	15	0	0	0	15
4 (5 - 7 months)	01/01/2014 - 31/03/2014	13	12	25	0	1	1	26
4 (0 - 4 months)	01/04/2014 - 31/08/2014	9	9	17	1	0	1	18
3 (8 - 11 months)	01/09/2014 - 31/12/2014	0	0	5	0	5	5	5
3 (5 - 7 months)	01/01/2015 - 31/03/2015	0	0	0	1	5	6	6
3 (0 - 4 months)	01/04/2015 - 31/08/2015	0	0	0	4	4	8	8
2 or under	01/09/2015 or later	0	0	0	4	4	8	8
Total number of pupils		210	207	417	15	14	29	446
Aged 16 and over	31/08/2002 or earlier	0	0	0	0	0	0	0
Aged 11 to 15	01/09/2002 - 31/08/2007	0	0	0	0	0	0	0
Aged 5 to 10	01/09/2007 - 31/08/2013	182	178	360	0	0	0	360
Aged under 5	01/09/2013 and later	28	29	57	15	14	29	86

The Summary gives details of how many full time and part time girls and boys appear in each age range. **OTHER THAN IN THE BASIC PUPIL DETAIL REPORT THIS IS THE ONLY PLACE WHERE YOU CAN EASILY CHECK HOW MANY BOYS AND GIRLS ARE APPEARING AS FULL OR PART-TIME IN YOUR SCHOOL!** We have dated the return to give the children's ages as they were on 31st August 2018. Therefore, children in N1 appear as 2 years old. If you have anyone being taught outside their expected year group, don't forget that they appear according to their date of birth in this part on the Summary.

Table 3: Pupils on roll in each national curriculum year group [ALL schools]

NC year group	Number of pupils
14	0
13	0
12	0
11	0
10	0
9	0
8	0
7	0
6	60
5	61
4	62
3	65
2	66
1	60
R	68
NC	21
N1	8
E2	0
E1	0
A (NC year group not applicable)	0
Total	446

Table 4: Pupils on roll by their first language [ALL schools]

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	19
ENG	English	292
FRN	French	1
GAE	Gaelic/Innèis	2
GRC	Greek	1
HIN	Hindi	3
ITA	Italian	18
JPN	Japanese	1
KOR	Korean	1
PRH	Parsi (Pakistani)	3
PNU	Punjabi	15
POL	Polish	34
POR	Portuguese	4
PRG	Persian/Farsi	2
RUN	Romanian	6
RUS	Russian	6
SCS	Serbian-Croatian/Bosnian	1
SPA	Spanish	4
SWE	Swedish	1
URD	Urdu	16

The next table shows the number of pupils in each curriculum year. First Language is collected for all pupils in the school in Spring Census.

Table 4: Pupils on roll by their first language [ALL schools]

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	13
ENG	English	290
FRN	French	1
GAE	Gaelic/Irish	2
GRE	Greek	1
HIN	Hindi	3
ITA	Italian	18
JPN	Japanese	1
MKD	Macedonian	1
PHR	Pahari (Pakistan)	3
PNJ	Punjabi	10
POL	Polish	34
POR	Portuguese	4
PRS	Persian/Farsi	2
ROM	Romanian	6
RUS	Russian	6
SCB	Serbian/Croatian/Bosnian	5
SPA	Spanish	4
SWE	Swedish	1
URD	Urdu	18

Table 5: Pupils on roll by enrolment status [ALL schools]

Enrolment status	Number of pupils
Current (single registration at this school) (C)	446
Current main (dual registration) (M)	1
Current subsidiary (dual registration) (S)	0
Number of dually registered pupils (Total M and Total S)	1
Total number of pupils excluding F and O	446
Total number of pupils	446

The number of pupils on roll and their Enrolment Status is summarised in the next table.

Table 6: Specific types of pupils on roll [ALL schools]

	Pupils on roll	Number of pupils
Current		0
Current (dual)		0
Pupils for which the school receives top-up funding		2
Post looked after arrangements - includes children deemed to be looked after through adoption, special guardianship, residence order or child arrangement order		1
Pupils for free school meals on census day		16
Unlucky pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)		16
Pupils who took their school meals on census day		16

The Specific types of pupils on roll table gives the numbers of children who receive Top-Up Funding and who have Post Looked After Arrangements, along with the number of children Eligible for Free School Meals on census day because of deprivation. These numbers are collected each census to complete the Ever 6 data the DFE holds

There are tables summarizing Nursery Hours and EYPP. If you do not have any pupils of the appropriate age in your school, you will still see the table, but it will be populated with zeros.

Table 7: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years [Not for: Non-maintained special school and city technology college]

Age	Number of pupils with:								
	zero funded hours	funded hours greater than zero but less than 15	funded hours equal to 15	funded hours greater than 15 but less than 25	funded hours equal to 25	zero (UK/Scottish) hours	extended hours greater than zero but less than 15	extended hours equal to 15	extended hours greater than 15
Aged 2 years at 31 December 2018 (pupils born between 2016-01-01 and 2016-12-31)	0	0	0	0	0	0	0	0	N/A
Aged 2 years at 31 August 2018 but 3 by 31 December 2018 (pupils born between 2015-09-01 and 2016-12-31)	0	0	0	0	0	N/A	0	0	0
Aged 3 years at 31 August 2018 (pupils born between 2014-09-01 and 2015-08-31)	0	0	15	0	0	N/A	0	0	0
Aged 4 years at 31 August 2018 (pupils born between 2013-09-01 and 2014-08-31 who are in nursery provision)	0	0	0	0	0	0	0	0	0

Table 8: Early years pupil premium - nursery schools [For: Schools with phase 'NS' only] [used for funding]

Table 9: Early years pupil premium [Not for: nursery schools] [used for funding]

EC year group	Number of pupils on roll	Eligible for early years pupil premium (funding)	of which not eligible for early years pupil premium (funding)
E1	0	0	0
E2	0	0	0
N1	4	0	4
N2	21	0	21
Reception	7	0	7
Year X	0	0	0
Total pupils	22	0	22

Childcare is collected in Spring Census only.

Table 10: School childcare [ALL schools]

Type of childcare	Pupils from other schools	Signposting off-site provision	Childcare weeks open	Childcare provider	Number of places
Before school		N			
After school	N	N		SCH	20
Holiday		N			
Under fives		N	38	SCH	30

Spring School Census collects the number of pupils with SEN Provision, as well as the Need Type for pupils with SEN Status of E or K.

Table 11: Pupils on roll with SEN provision [ALL schools]

SEN Provision	Number of pupils
SEN Provision - education, health and care plan (code E)	2
SEN Provision - SEN support (code K)	16
Total number of pupils with SEN (codes E, and K)	18
No special educational needs (code N)	433
Total pupils on roll	451
Number of SEN Pupils in a mainstream school who are members of a special provision (SEN Unit). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	14
Number of SEN Pupils in a mainstream school who are members of a special provision (resourced provision). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	6

Table 12: SEN need type for pupils on roll with SEN (SEN provision E or K) [ALL schools]

Code	Description	Primary Need	Secondary Need
SPLD	Specific Learning Difficulty	10	0
MILD	Moderately Learning Difficulty	0	0
SLEP	Severe Learning Difficulty	0	0
PMILD	Profound and Multiple Learning Difficulty	0	0
SEMH	Social, emotional and mental health	1	0
SLCN	Speech, Language and Communication Needs	4	2
MSI	Mild Sensory Impairment	0	0
HI	Hearing Impairment	0	0
VI	Visual Impairment	1	0
PD	Physical Disability	0	0
ASD	Autistic Spectrum Disorder	0	0
NSA	SEN support but no specialist assessment of type of need	0	0
OTH	Other difficulty / disability	0	0

Exclusion details (NOT applicable to Nursery Schools) for the Summer Term 2018 are collected in Spring Census,

Table 13: Number of fixed period, permanent and lunchtime exclusions by reason and SEN provision in the 2018 summer term (terms 5 and 6) [Not for: Nursery school]

Reason for exclusion	Number of fixed exclusions	Number of permanent exclusions	Number of lunchtime exclusions
No exclusions recorded			
SEN Provision of excluded pupil			
Pupils with SEN provision S - statement	0	0	0
Pupils with SEN provision E - education, health and care plan	0	0	0
Pupils with SEN provision K - SEN support	0	0	0
Pupils with no SEN provision (code N)	0	0	0

Table 14: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged between 5 and 15 years as at 31/08/2018 [Not for: Nursery school]

Number of pupils on roll for at least one session in the 2018 autumn term	329
Number of pupils with at least one absence in the 2018 autumn term	49
Percentage of pupils with at least one absence in the 2018 autumn term	14.44%
Total sessions possible for all pupils	15120
Total Sessions missed due to authorised absence for all pupils	299
Total Sessions missed due to unauthorised absence for all pupils	320
Total Sessions missed due to overall (authorised plus unauthorised) absence for all pupils	1089
Authorised absence as percentage of total sessions possible	1.37%
Unauthorised absence as percentage of total sessions possible	7.62%
Overall (authorised plus unauthorised) absence as percentage of total sessions possible	12.13%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	40
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	11.11%

and Attendance ((NOT applicable to Nursery Schools) from the first day of your Autumn Term 2018, to 31st December.

Table 14: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged between 5 and 15 years as at 31/08/2018 [Not for: Nursery school]

Number of pupils on roll for at least one session in the 2018 autumn term	350
Number of pupils with at least one absence in the 2018 autumn term	44
Percentage of pupils with at least one absence in the 2018 autumn term	14.44%
Total sessions possible for all pupils	13114
Total sessions missed due to authorised absence for all pupils	63
Total sessions missed due to unauthorised absence for all pupils	390
Total sessions missed due to overall (authorised plus unauthorised) absence for all pupils	1098
Authorised absence as percentage of total sessions possible	11.37%
Unauthorised absence as percentage of total sessions possible	76%
Overall (authorised plus unauthorised) absence as percentage of total sessions possible	12.19%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	44
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	11.11%

Warning Messages

Overall (authorised plus unauthorised) absence rate in term is high (i.e. greater than 5%) **False - OK**

Table 15: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged 4 years as at 31/08/2018 [not for: nursery schools]

Number of 4 year old pupils on roll for at least one session in the 2018 autumn term	139
Number of 4 year old pupils with at least one absence in the 2018 autumn term	4
Percentage of 4 year old pupils with at least one absence in the 2018 autumn term	6.73%
Total sessions possible for all 4 year old pupils	6307
Total sessions missed due to overall absence for all 4 year old pupils	62
Overall absence as percentage of total sessions possible	0.85%

The section with the title **Warning Messages** appears for everyone. If there is an **OK** next to the message, all is well.

The Attendance Summary is divided over two tables for pupils of statutory school age in the first, and below statutory school age in the second.

Everybody has the sections that refer to Admission appeals, but it will be blank unless you have filled in the section on the School Census page in SIMS, and you only need to do that if your school is Voluntary Aided, Foundation or an Academy school that was responsible for its own admission appeals against non-admission for entry into the 2018/19 academic year.

Table 16: Admission appeals [ALL schools][Note: Primary admissions appeals include infant admissions appeals]

Admission appeals	Number of		
	Primary	Infant	Secondary
Admissions appeals lodged	0	0	0
Admissions appeals withdrawn	0	0	0
Admissions appeals heard by independent admissions committees	0	0	0
Admissions appeals heard by independent admissions committees - appeals made here	0	0	0
Admissions appeals heard by independent admissions committees - appeals not made here	0	0	0

Schools will only complete the columns that are applicable to their phase of education / age ranges. We would only expect all three columns to be completed by all-through schools. Primary schools will complete column (A) and (B) with secondary schools completing column (C). Please note where applicable, the number of primary appeals includes infant admission appeals.

There are various table for classes taught at the school's selected time, and for the Pupil Reconciliation.

Table 17: Classes as taught at the school's selected time [for: primary only]

	Primary	Foundation	Key Stage 1	Key Stage 2 1 of school
Number of classes	2	2	2	12
Total number of pupils (from this school and other schools) in these classes	14	59	59	359
Total number of teachers	2	2	2	12
Total number of non-teaching staff	1	1	1	6
Largest class (in terms of number of pupils per adult)	5	25	25	23
Largest class (in terms of number of pupils per teacher)	5	25	25	23
Number of classes with no teachers	0	0	0	0

Table 18: Classes as taught at the schools selected time [for: middle-deemed primary and middle-deemed secondary only]

Table 19: Classes as taught at the schools selected time [for: secondary only]

Table 20: Classes as taught at the school's selected time [for: all-through only]

Table 21: Pupil reconciliation [not for: nursery school, special and PRU]

	Number of pupils
Pupils (not including guest pupils) in classes at the selected time	446
Pupils from this school who are part-time and not scheduled to be in attendance (the pupils' legal status for over 10 years can be shown as part-time)	14
Pupils engaged in private study	0
Pupils attending another school	0
Pupils on work experience	0
Pupils attending a course at an FE college	0
Total number of pupils not in class at the selected time	14
Overall total of above (must equal number of pupils on roll)	446
Number of pupils on roll (on 31/08/18)	446
Pupils from other schools (guest pupils)	0

Table 22: Universal infant school meals [ALL schools - with appropriate pupils]

NC Year Group	Number of pupils on roll	Of which	
		School lunch taken on census day	Currently FSM eligible on census day
Reception	58	57	11
Year 1	68	68	18
Year 2	59	58	11
Year X - pupils aged 4 to 6 only	0	0	0
Total Infant pupils	177	174	38

Universal Infant Free School Meals data for schools that have Reception, Year 1 and Year 2 is summarised.

Table 24: Post 16 learning aims - number of learners with learning aims which started this academic year - from 1 August 2017, or which are continuing from previous academic year(s) [For: secondary, all-through and PRU]
This table does not apply to the spring census as learning aims information is only collected in the autumn census.

Table 25: Post 16 learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2016 to 31 July 2017 [For: Secondary, all-through and PRU]
This table does not apply to the spring census as class information is only collected in the autumn census.

Table 26: Post 16 learning aims - number of learning aims that started this academic year - from 1 August 2017 or continued from previous academic year(s) [For: secondary, all-through and PRU]
This table does not apply to the spring census as class information is only collected in the autumn census.

Table 27: Post 16 Learning Aims - Number of learning aims which were active in the previous academic year from 1 August 2016 to 31 July 2017 [For: Secondary, all-through and PRU]
This table does not apply to the spring census as class information is only collected in the autumn census.

Table 28: Maths and English prior attainment (for block 2 disadvantage funding) [For: Secondary, all-through and PRU]
Table 28 only applies to schools with a phase of SS, AT or PRU

Table 29: Maths and English funding exemptions [For: Secondary, all-through and PRU]
Table 29 only applies to schools with a phase of SS, AT or PRU

Table 30: Number of pupils by planned learning; employability, enrichment and pastoral; and, planned learning and planned employability, enrichment and pastoral hours band [For: secondary, all-through and PRU]
This table does not apply to the spring census as planned hours data is only collected in the autumn census.

There will be headings that appear that do not apply to your type of school, or at this time of year. This is because the template used to produce the summary includes all the headings for all types of school.

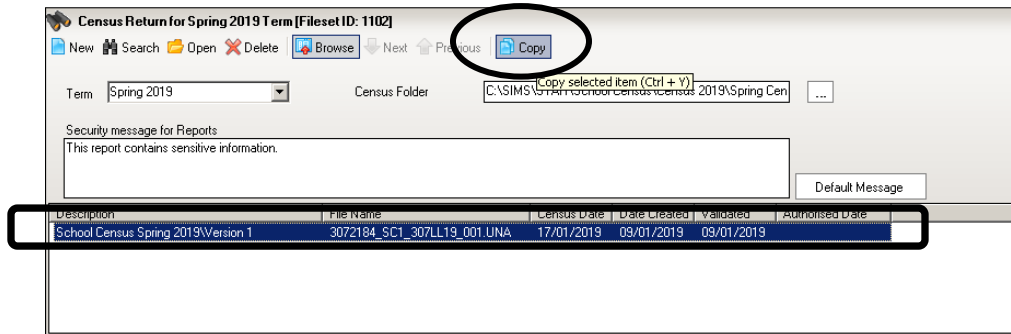
The Census Summary is summarising what is in the various Detail Reports. You should cross reference to see the pupil data that the Summary is referring to **If you find anything that needs correcting when you check the Summary Report, you will need to go to the relevant area of SIMS.net, amend the details and proceed from Validate once again.**

Once you are happy with your return the next step is to produce a paper copy of the Summary report for the Headteacher to check. Either choose **File | Print** or click on the **Print** button.

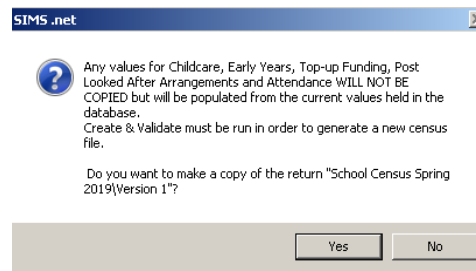
Copying the Return

An electronic copy of an existing census return can be made whenever required. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example after recalculating details. The **Copy** button can now also be used to make a copy of an Authorised return to work on, if for example you need to re-submit. The necessary corrections can be made to the data and the copied return can be created, validated and authorised.

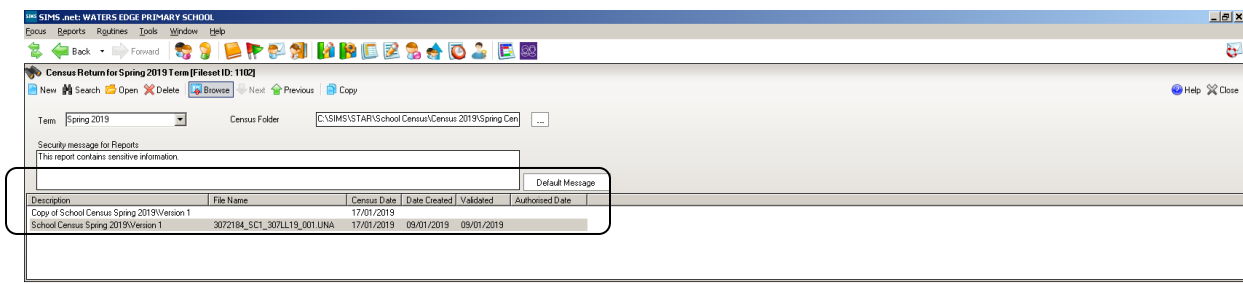
To copy a return, select the name of your return from the list in the browse window at the top of the Census Return page. If it is not visible, click on the **Browse** button to reveal it.



Click on the name of the school census return to highlight it and click on the **Copy** button. You will see the message shown below appear:

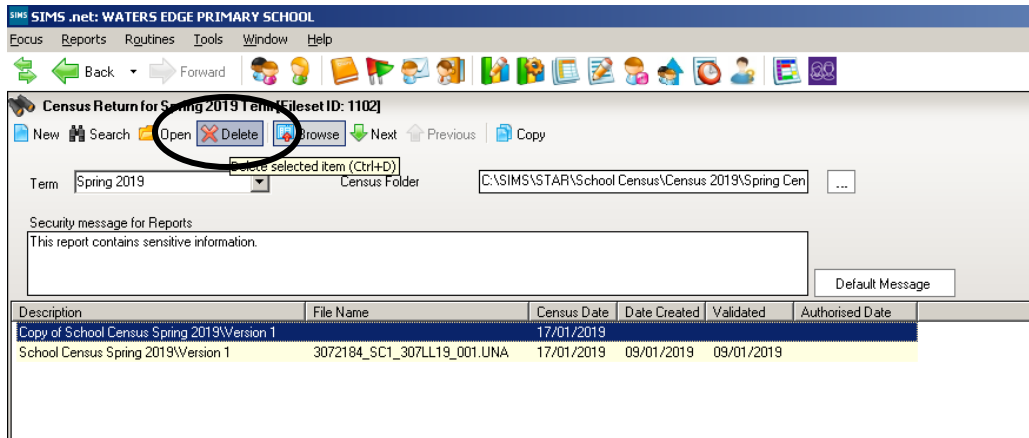


Click on **Yes**, and a copy of your Census version now appears in the list in the **Browse** window.

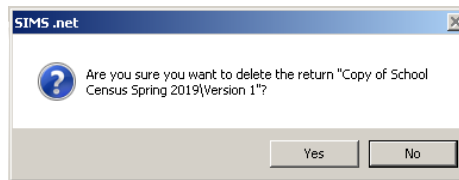


Deleting a School Census Return

A return can be deleted **at any time prior to Authorisation**. Select **Routines | Statutory Returns | School Census** to open the **Census Return Browser**. Highlight the census return file that you want to delete and click the **Delete** button.

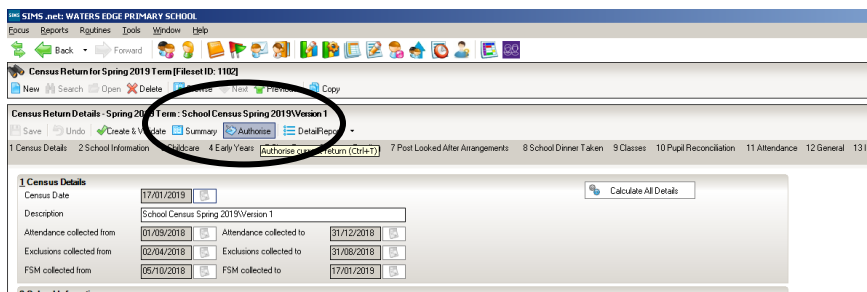


A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

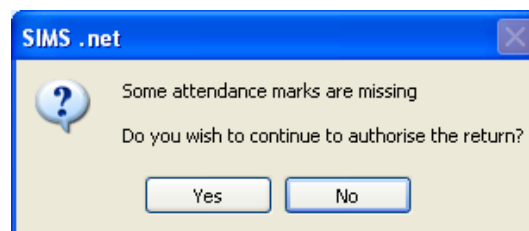


Authorising the return

With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.

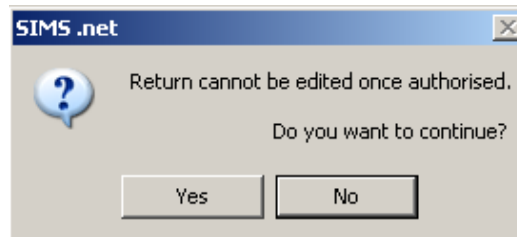


If missing marks exist, the following message is displayed.



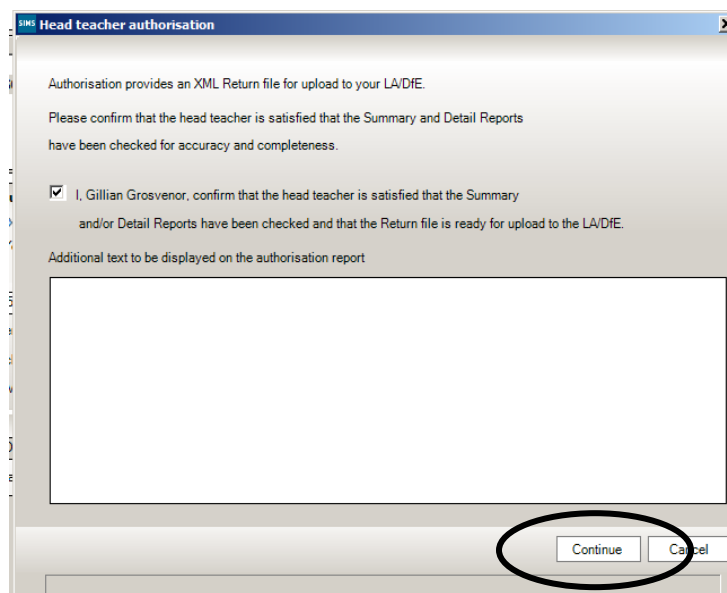
Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).



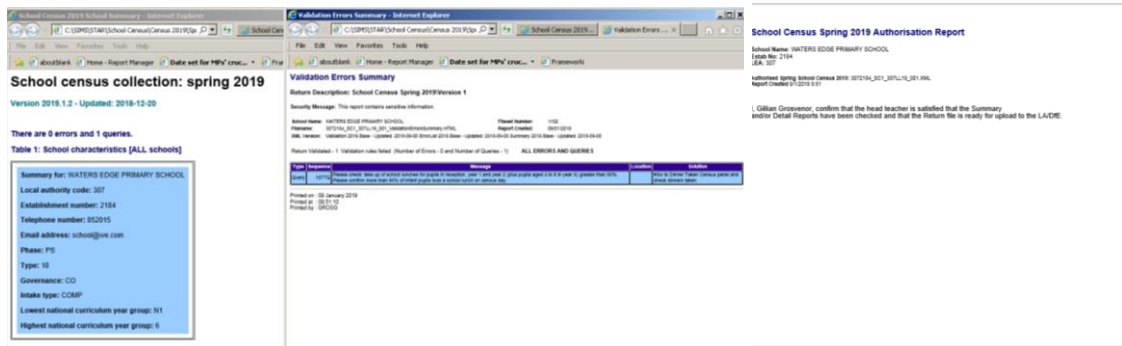
The next thing that is displayed is the Head teacher authorisation dialog. **The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by them as correct, and it provides a record of any unusual circumstances or validation failures that might assist an auditor. The LA and the DfE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct.**

It is most important that the Head understands that he/she is confirming the accuracy of the Census data that will be used by DfE for funding purposes, will appear in the Performance Tables and be published online.

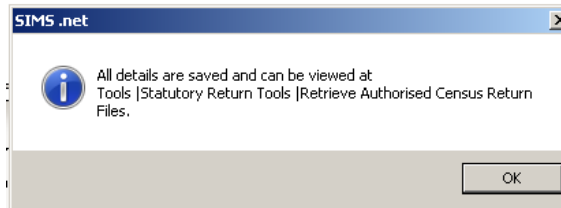


Once the check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for any validation failures.

The notes part of the Headteacher's Authorisation report would be a good place to record that you have had to use a different day or time from that indicated by the DFE specification.

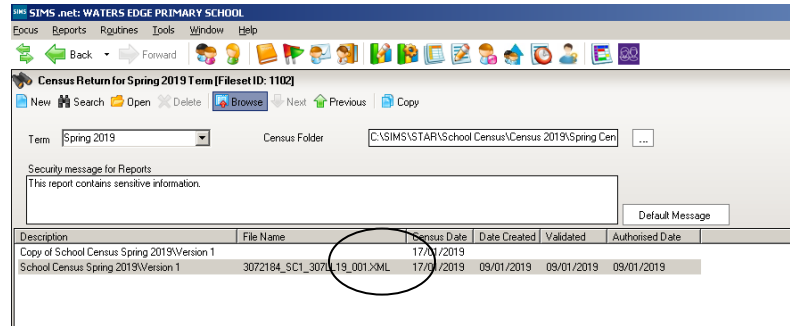


The **Headteacher's Authorisation**, the **Validation Errors Summary** and the **Summary Report** (sometimes on separate tabs in the same window) automatically open up in your browser. If you have not already printed it off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



This message confirms that your Spring Census 2019 details can be retrieved at a later date if required.

Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:



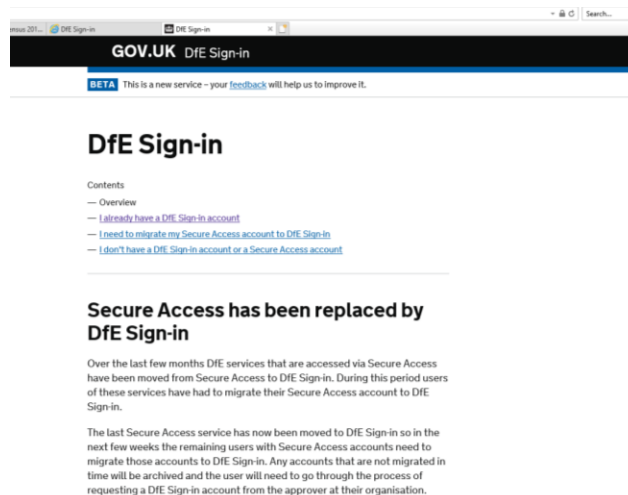
Submitting the Return to the Local Authority

The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT.

Secure Access had now been replaced by DfE Sign-in:

<https://services.signin.education.gov.uk/>

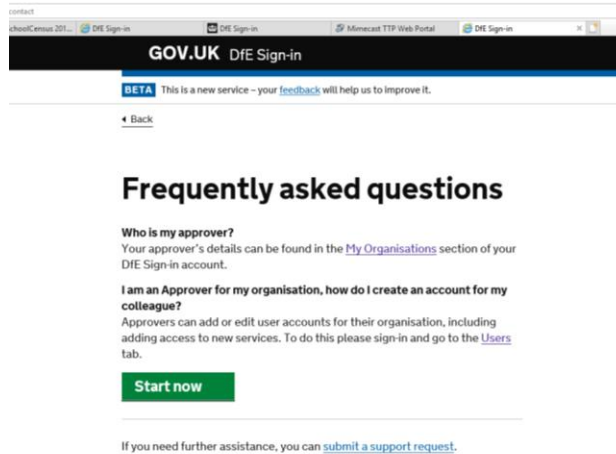
There is more information at <https://sa.education.gov.uk/> as shown here:



Users were supposed to migrate their Secure Access Account over to DfE Sign In by 21st December 2018. If you did not migrate your account by this date, you will need to ask the person in your school who holds the Approver rights for DfE Services (often the Head and/or the School Administrator) to set you up and give you access to the services you need. Sometimes access can take up to 24 hours to become active.

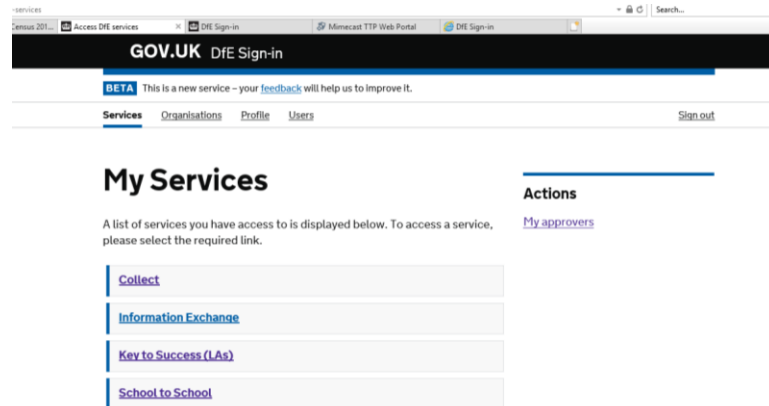
More information about who your Approver is and FAQs are available here:

<https://help.signin.education.gov.uk/contact>

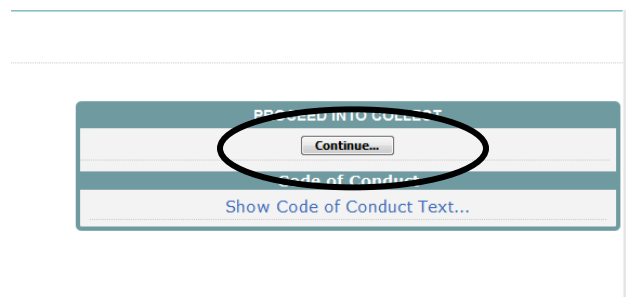


If you are still experiencing issues or require further assistance the DFE have provided an email contact address: SA.DFESIGNIN@education.gov.uk |

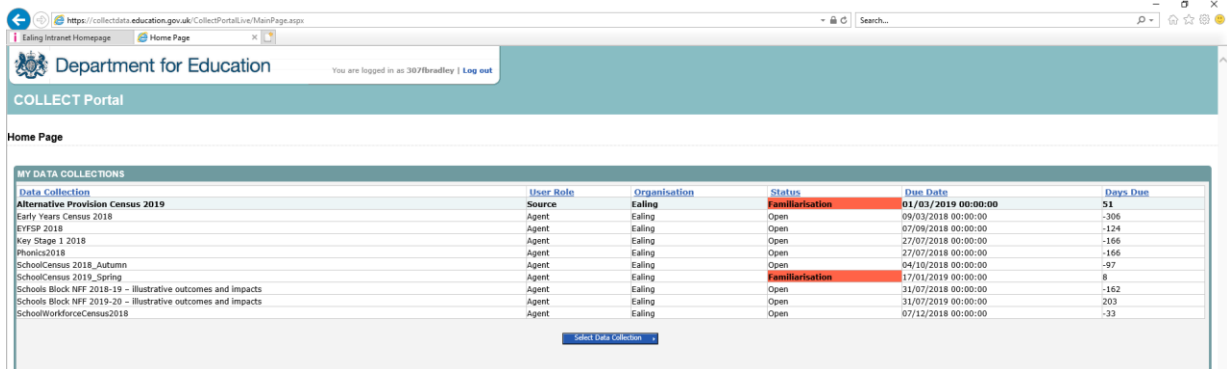
Once you are logged into DFE Sign In to other DFE secure sites that your Approver has granted you access to such as COLLECT, S2S and KTS:



Choose the COLLECT option. And Continue...



Once you have logged in you will see the list of collections that are currently available to you.



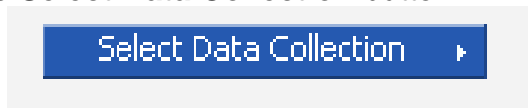
The screenshot shows the COLLECT Portal interface. At the top, it says 'Department for Education' and 'You are logged in as 307/Bradley | Log out'. Below this is the 'COLLECT Portal' header and a 'Home Page' section. The main content area is titled 'MY DATA COLLECTIONS' and contains a table with the following columns: Data Collection, User Role, Organisation, Status, Date Date, and Days Due.

Data Collection	User Role	Organisation	Status	Date Date	Days Due
Alternative Provision Census 2019	Source	Ealing	Familiarisation	01/03/2019 00:00:00	51
Early Years Census 2018	Agent	Ealing	Open	09/03/2018 00:00:00	-306
EYFSP 2018	Agent	Ealing	Open	07/09/2018 00:00:00	-124
Key Stage 1 2018	Agent	Ealing	Open	27/07/2018 00:00:00	-166
Phonics 2018	Agent	Ealing	Open	27/07/2018 00:00:00	-166
SchoolCensus 2018_Autumn	Agent	Ealing	Open	04/10/2018 00:00:00	-97
SchoolCensus 2019_Spring	Agent	Ealing	Familiarisation	17/01/2019 00:00:00	8
Schools Block NFF 2018-19 - Illustrative outcomes and impacts	Agent	Ealing	Open	31/07/2018 00:00:00	-162
Schools Block NFF 2019-20 - Illustrative outcomes and impacts	Agent	Ealing	Open	31/07/2019 00:00:00	203
SchoolWorkforceCensus2018	Agent	Ealing	Open	07/12/2018 00:00:00	-33

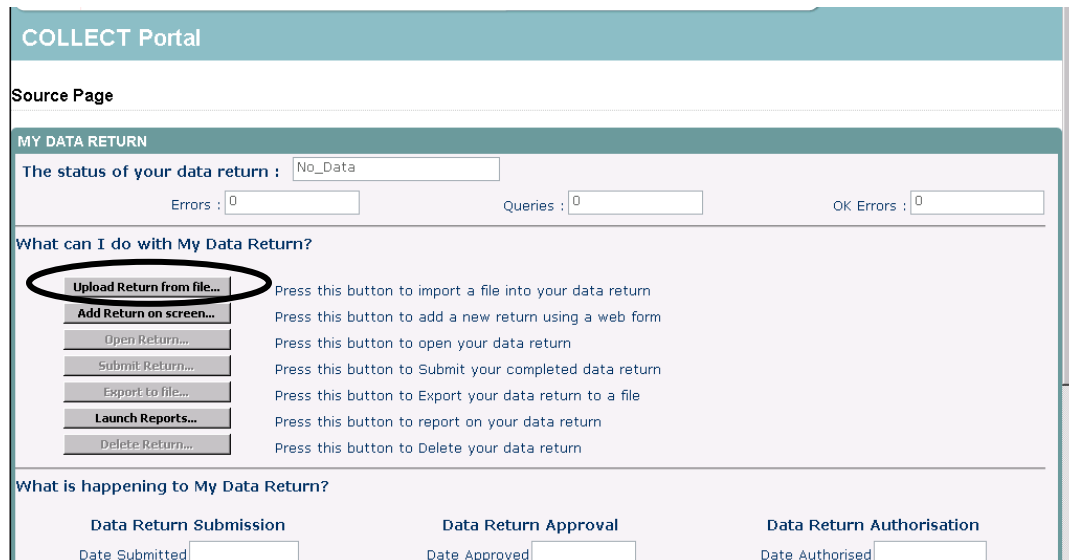
At the bottom of the table, there is a blue button labeled 'Select Data Collection'.

Today, mine looks like this. The DFE won't add the live Spring School Census option until 17th January 2019, although you will be able to see the Familiarisation blade before that.

To upload your Spring Census, highlight **School Census 2019_Spring** by clicking on it, and then click the blue **Select Data Collection** button.



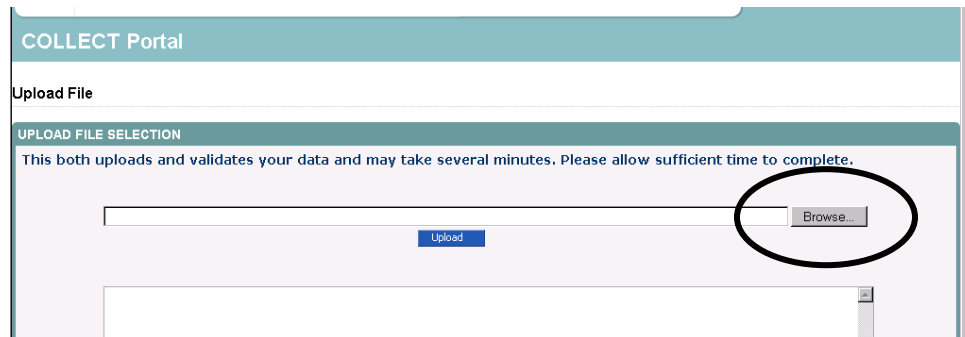
The Source Page that opens up provides information on the current status of your return and presents a number of options dependent on the return that has been selected.



The screenshot shows the 'Source Page' in the COLLECT Portal. The page title is 'COLLECT Portal' and the sub-header is 'Source Page'. Below this is the 'MY DATA RETURN' section. It shows 'The status of your data return : No_Data'. There are three input fields for 'Errors : 0', 'Queries : 0', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' with several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Upload Return from file...' button is circled in red. Below this is a section titled 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]).

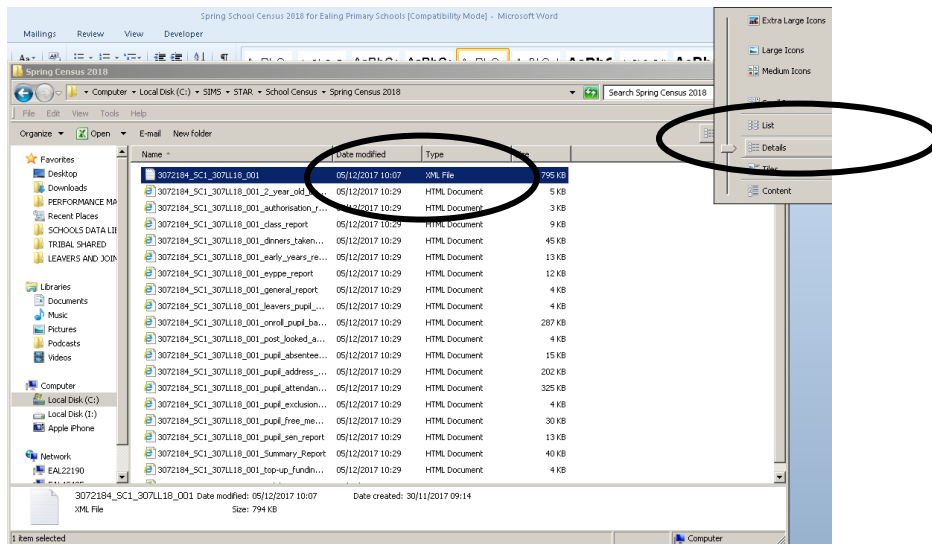
At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the What can I do with My Data Return? section click on **Upload Return from file...** button.

When the next screen appears click on the **Browse** button and navigate to **s:\sims\star\School Census** (if s: is the drive where your SIMS is stored).



You will now need to choose the version of the return file that you wish to send to the LA. If you have had more than one practice run you will probably find that there are several files in this location.

If you are having difficulty deciding which file it is, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.



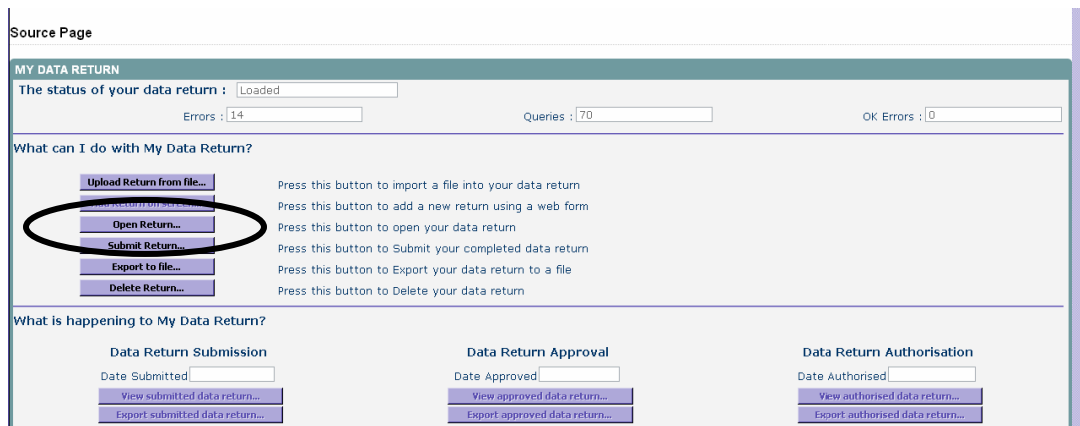
You may also have to widen the columns so that you can see the full names of the files. You do this by holding the cursor arrow over the column divider between **Name** and **Date Modified** and when the symbol changes, clicking and dragging the line.

Your Spring School Census will have the name **307SSSS_SC1_307LL18_0NN.XML** (where SSSS is the DFE number of your school, SC1 indicates that it is the first census of 2019, and NN is the version number of the return) and in the column headed **Type** it will be an XML Document.

When you have found your file, click on it to highlight it. And click on **Open**. The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the queue is processed in turn and depending on the amount of traffic on the site, the validation may begin immediately, after a short delay or may take until the next day to be completed. Whilst the return is queued for validation you may exit COLLECT and log back in later or you can remain logged in.

Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

Open Return allows you to access the data contained within the uploaded return. If there are items that have come up as errors or queries that are correct for your school, you can make notes against these before submitting the return to the LA.



Click on the **Open Return** button to view your return.

To view what errors have been generated in COLLECT, click on the **All Errors** button.

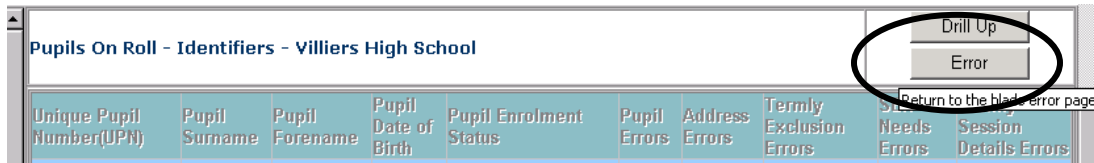


The reason for most 'errors' being generated will, hopefully, be obvious.

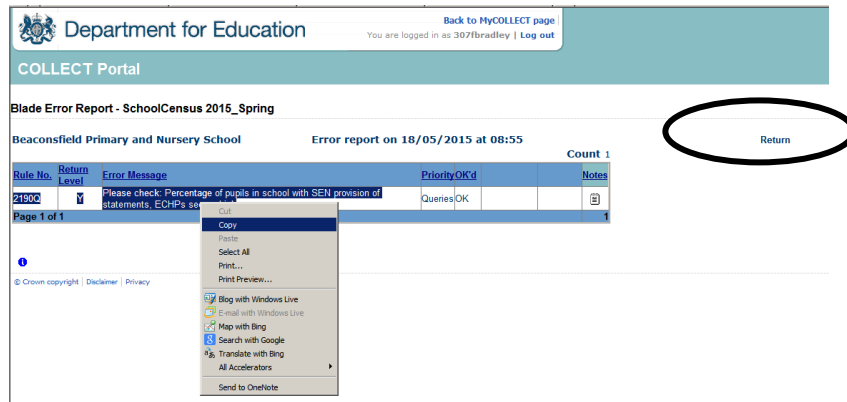
I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.

Count 31			Details	
Priority	OK'd	Notes	Field	Value
Series	OK	Details	DOB	Jul 17 1994 12:00AM
Series	OK	Details	Governance	CO - Community
Series	OK	Details	Intake	COMP - Comprehensive
Series	OK	Details	NCYearActual	7 - Year 7
Series	OK	Details	Phase	SS - Secondary (including CTCs and Academies)
Series	OK	Details	ReferenceDate	Jan 17 2008 12:00AM

Choose the hyperlink most pertinent to the issue you are investigating. For example, if we are investigating an issue directly related to a pupil choose a hyperlink such as DOB which will take you to the part of COLLECT where you can see the pupil's name. This should help you to decide whether the error is highlighting something that is true in this case, or a mistake. To get back to the **All Errors** page click the **Error** button at the top.

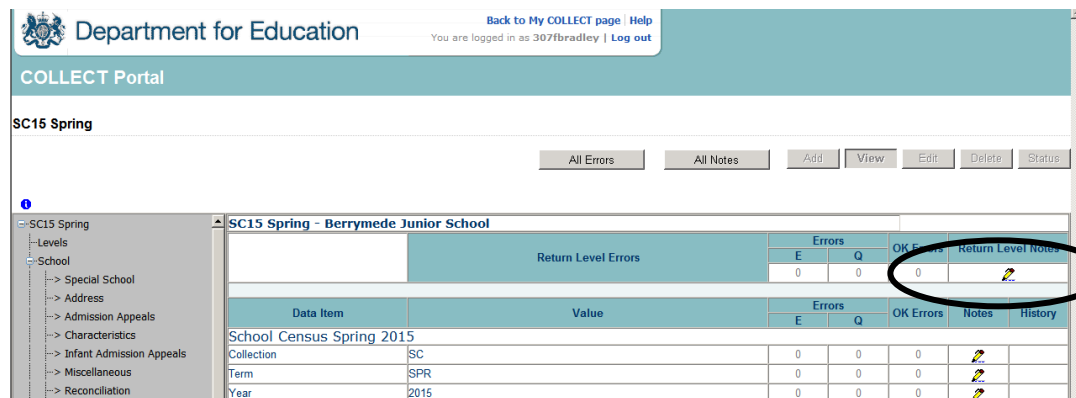


Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.

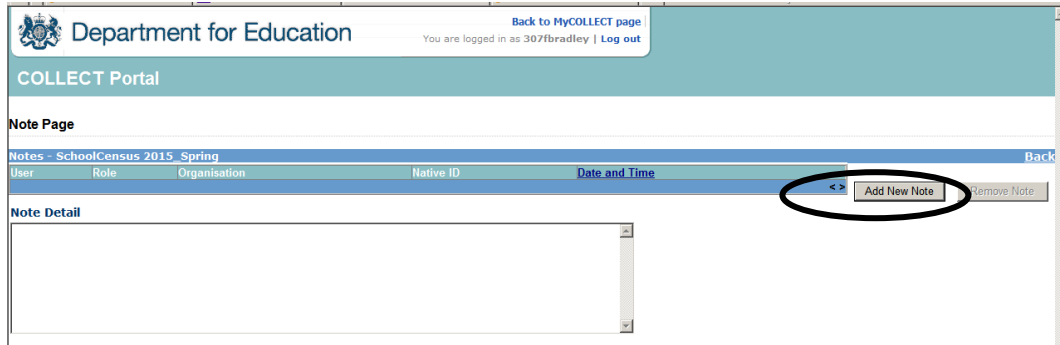


It is possible to copy details of the error by highlighting the text and then right-clicking and choosing **Copy** from the list that appears.

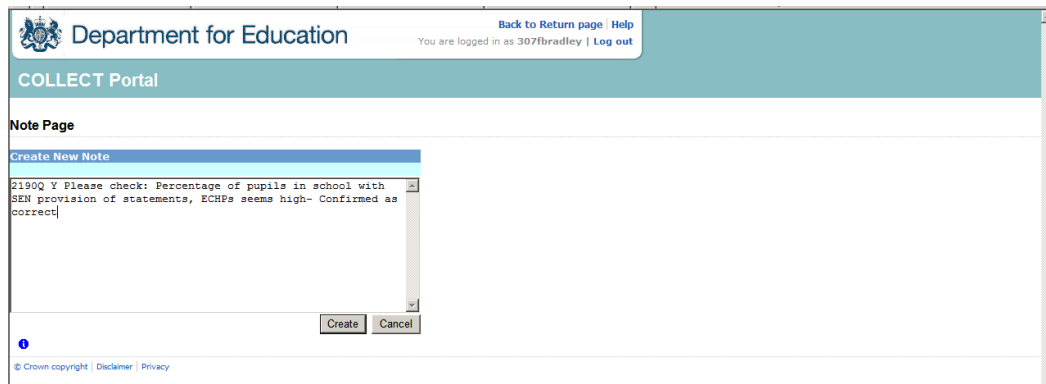
Click on **Return** in the top RH corner to get back to the front page of your return.



Click on the pencil in the **Return Level Notes** box.



Then **Add New Note**.



Right-click and **Paste** will transfer the error/query detail into the box, and your explanatory note can be added. If the text referring to the error is particularly long, it is not necessary to copy over all the text, but enough to remember what the error number refers to would help you and me!

The screenshot shows the 'Department for Education' COLLECT Portal. The page title is 'Blade Error Report - SchoolCensus 2015_Spring'. Below the title, it says 'Dormers Wells High School' and 'Error report on 18/05/2015 at 09:29'. There is a 'Cou' link. The table below has the following columns: 'Rule No.', 'Return Level', 'Error Message', 'Priority', 'OK'd', and 'Details'. The table contains three rows of error reports, all with 'Rule No.' 2502Q and 'Priority' 'Queries OK'. Each row has a 'Details' button next to it.

Rule No.	Return Level	Error Message	Priority	OK'd	Details
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details

If there are several of the same error/query, each needing an identical explanatory note, it is possible to make one note to cover all.

1760	Number of PupilsOnRoll with no <FSMpend> nodes present should not be equal to zero	Please check: No pupils in the school eligible for free school meals during the period since the last census. (Due to FSM protection we would not expect FSM periods to have an end date. Please provide a reason.	1	1	1	Confirmation that the information has been confirmed by the school as being correct.
1767	Where <FSMendDate> is present and <UKcountry> value is ENG or blank <FSMendDate> must not be present	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as post looked after arrangements would be expected to have reason 'RO' or 'RB'	1	1	1	Confirmation will not be acceptable, a reason must be provided as to why FSM period has an end date.
1849	For all pupils where <EYPPR> is present Where <PLAA> equals 'A', 'G' or 'C', <EYPPR> must equal 'Y' and <EYPPBF> must be present and equal to 'RO' or 'RB'	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as post looked after arrangements would be expected to have reason 'RE' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with post looked after arrangements.
1850	Number of pupils where (<Language> equals NOT) divided by total number of <PupilsOnRoll> should not be greater than 10%	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	1	1	1	Confirmation that information is correct is acceptable, however, additional information would be helpful if school still awaiting response from parents.
1853	For all pupils where <EYPPR> is present Where a <FSMperiod> node is present with either <FSMendDate> not present or <FSMendDate> equal to <ReferenceDate>, <EYPPR> must equal 'Y' and <EYPPBF> must be present and equal to 'RE' or 'RB'	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of 'RE' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded as FSM eligible.
1870	Number of PupilsOnRoll with <EnrolStatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	1	1	1	As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
1872	Number of PupilsOnRoll with <PLAA> not equal to 'N' (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1	1	1	Schools will be required to specifically confirm that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high. Acceptable note entry: 'The school has confirmed that more than 5% of their pupils were post looked after from local authority care in England or Wales.'
1877	[(Number of PupilsOnRoll with <NYearActual> equals 'R', '1' or '2' AND <SchoolLunchTaken> equal 1 or true) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true) divided by ((Number of PupilsOnRoll with <NYearActual> equals 'R', '1' or '2') plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive))] should be less than or equal to 95%	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
1878	Where count of pupils [in <NYearActual> equals 'R', '1' or '2'] or [in	Please check: No infant pupils are	1	1	1	Confirmation will not be acceptable. A reason must

The DFE provide a list of notepad entries with prescribed wording to add against queries in census. These are available here:

<https://www.gov.uk/government/publications/school-census-2018-to-2019-notepad-entries-for-collect-queries>

Also, there is a copy on the EGFL School Census page.

These days COLLECT retains a copy of any notes that have been previously added against a query if you resubmit/reload your return. You will be able to copy these across to the return level of your revised return.

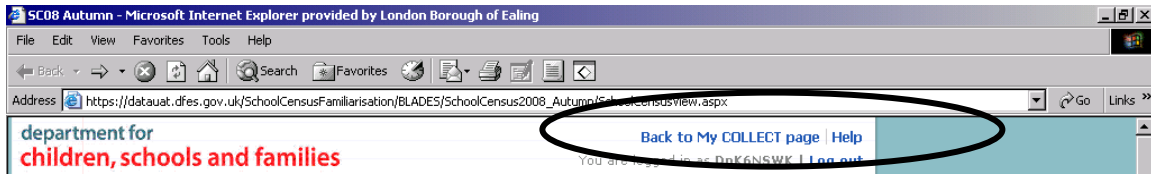
COLLECT does some validation of its own, checking the data that you have submitted in which ever Census is current, with what you submitted for the last Census. You may therefore see errors that talk about percentages, similar to those shown below:

Rule No.	Return Level	Error Message	Priority	OK'd				
TonT4B	Y	There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current term = 38.32%)	Queries OK					

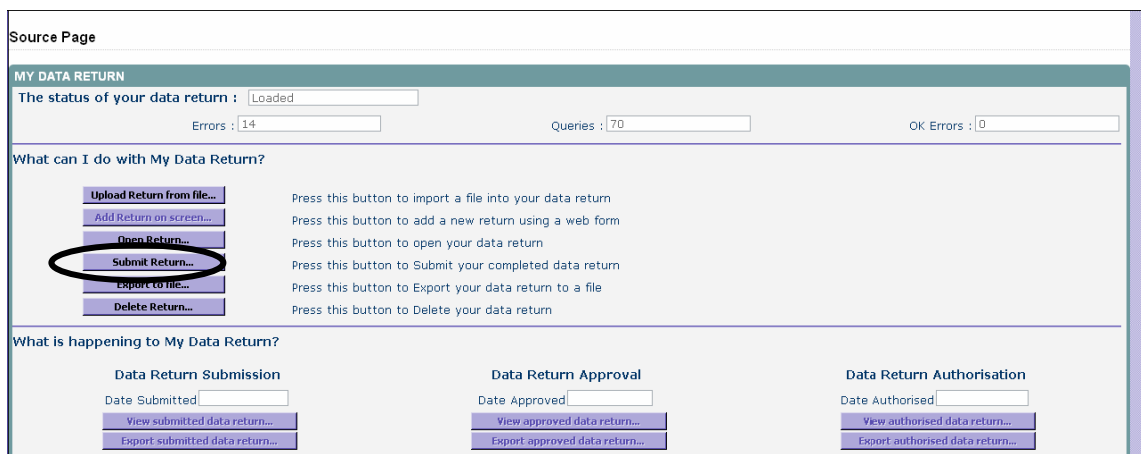
Occasionally there will be no obvious explanation and more investigation between the school, the LA and sometimes the DFE to ask about their validation criteria, will be needed.

When you have done as much as you can with your return you need to submit it to the LA.

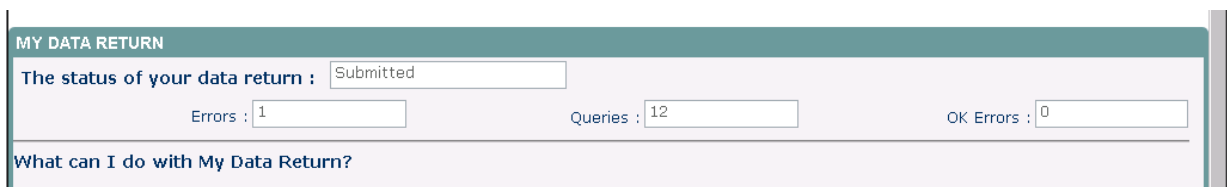
Click on the **Back to my COLLECT** page at the top of the screen and this will take you back to the Source Page:



Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.



Until you click this button and the status of your return turns to **Submitted**, the **LA will not have access to your return to check and approve it!!**



Once your return is submitted, both the school and the LA can view the details on the website at the same time to resolve any errors and queries.

Fiona Bradley 020 8825 6065 fbradley@ealing.gov.uk
\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\PLASC Census Folders\Census 2019\Spring School Census 2019 For Ealing Primary Schools.Doc

Appendix 1:

DFE Guidance regarding Admissions Appeals for Academies, Foundation and Voluntary Aided Schools

Admissions Appeals from **Primary** and **Secondary, Voluntary Aided, Foundation or Academy** schools who were responsible for their own admission appeals against non-admission for entry into the 2018/19 academic year are required to complete these sections of the School Census.

Only appeals organised by the school's governing body should be included. If your school operates arrangements jointly with other schools your return should include appeals for your school only. If your school's governance code is VA, FO or CA the school should complete the module even if you have contracted another agency to administer your admission appeals process then.

The figures are collected in the Spring Census only, and are required for the number of admission appeals lodged, and how many of these were for admission to infant classes.

Admission Appeals

In the upper grid of the Admission Appeals section of the School Census screen you should enter the number of admission appeals for infant-aged pupils.

13 Infant Admissions Appeals	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee
Lodged <input type="text" value="0"/>	Heard <input type="text" value="0"/>
Withdrawn <input type="text" value="0"/>	Upheld <input type="text" value="0"/>
	Rejected <input type="text" value="0"/>
14 Primary Admissions Appeals	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee
Lodged <input type="text" value="0"/>	Heard <input type="text" value="0"/>
Withdrawn <input type="text" value="0"/>	Upheld <input type="text" value="0"/>
	Rejected <input type="text" value="0"/>

In the lower grid you should record the **total** number of admission appeals (infant and non-infant combined).

The figures should be derived from the number of Admission Appeals lodged by parents between March 2018 and August 2018 inclusive, against non-admission to the school for the start of the academic year beginning September 2018. Appeals lodged as "refusal to admit for academic year 2018/19" should be included as long as the appeal was lodged before the 1 September 2018.

Appeals Lodged will include:

- ❖ appeals lodged prior to 1 September, where the hearing and/or decision took place after that date
- ❖ appeals not pursued to the hearing stage, and those not resolved

- ❖ appeals that did not reach a hearing because a place became available (at your school or another) which was accepted by parents

Appeals withdrawn will include:

- ❖ Total number of the above admission appeals withdrawn by parents before reaching an independent appeals panel

In the independent admission appeals panel you should include:

- ❖ total number of the above admission appeals heard by an independent appeals panel.
- ❖ total number of the above admission appeals decided in parent's favour (upheld) by an independent appeals panel.
- ❖ total number of the above admission appeals rejected by an independent appeals panel.

Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guide v1.6 available on the Gov.uk website here: <https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las>)

1.2.1 Statutory requirement

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

1.2.2 Data protection and data sharing

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers.

This includes (amongst other information that we are obliged to provide):

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:

- collecting
- storing

- sharing
- destroying
- etcetera – please note: this list is not exhaustive

Sections 1.2.2.1 and 1.2.2.2 below provide additional information on two aspects of data protection legislation - namely privacy notices and data security. However, as data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the school census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) overview of the General Data Protection Regulation (GDPR).

1.2.2.1 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how you will use (process) their personal data is a key element of GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

For schools and local authorities, this means that you must provide clear and accessible privacy notices that inform parents, pupils and staff:

- what data is collected about them
- for what purposes the data is collected
- how the data is used (processed)
- what the lawful basis is for processing
- for how long the data is retained
- with whom the data is shared
- why the data is shared
- whether you intend to transfer it to another country, and
- whether you do automated decision-making or profiling

The department provides suggested wording for privacy notices that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections. As such, to comply with GDPR and DPA 2018, the privacy notice should contain details of all uses of data within the school, which may include, for example, information used locally for pupil achievement tracking and (where relevant) the use of CCTV data. The privacy notice should also include this link to the gov.uk webpage, which provides information on how the department processes data. It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, as well as featuring on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in
 - electronic, or
 - paper format

However, it remains best practice to remind parents of the school's privacy notices at the start of each term (within any other announcements / correspondence to parents) and it is important that any changes made to the way the school processes personal data are highlighted to data subjects.

1.2.2.2 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: data security

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioner's Office.

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The 'School procurement: selecting a school MIS' and 'Responsible for information' pages provide further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff.

Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the department guidance on data protection for schools considering cloud software services.

1.2.3 Collection of pupil characteristics from parents / guardians or pupils

Whilst it is not possible for a parent / guardian or an individual pupil to opt out of the school census collection, the following data items:

- ethnicity
- language
- service child indicator

must always be reported as declared by the parent / guardian or the pupil (where the pupil is deemed mature enough to have capacity to understand and agree to share their personal data with others).

Further guidance on the collection of these data items is available in section 5.3 and this must be followed in conjunction with the requirements outlined in this section (see sections 1.2.3.1, 1.2.3.2 and 1.2.3.3).

1.2.3.1 Data subject right of refusal

When collecting the data items listed above (see section 1.2.3) from the parent / guardian or pupil, schools **must** ensure that they are made aware of their right to decline to provide these data items. Where they exercise this right, the information is returned in the census using the code 'refused'.

1.2.3.2 When is it appropriate to collect information direct from a child / pupil?

Information may only be requested directly from a child / pupil where they are deemed mature enough to have capacity to understand and agree to share their personal data with others.